



# User Manual

The essentials of Imaging

[www.minolta.com](http://www.minolta.com)

# Scanner Mode

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# 1 Introduction

## 1.1 Welcome

This manual provides descriptions on the use of network application functions used with the Internet or on an intranet.

For precautions concerning the use and safety of the main device, refer to the User Manual provided with the device.

Store the User Manual and utilities disk in a safe place.

### **Trademark Acknowledgements**

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This product uses the Software Development Kit developed by Peerless Systems Corporation.

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This product uses the NEST Office SDK developed by Novell, Inc. Copyright© 1999 Novell, Inc. NEST is a trademark of Novell, Inc. in the United States and other countries.

## 1.2 Precautions

### 1.2.1 General precautions

1. The reproduction of the content of this manual, either partially or in full, is prohibited without prior permission.
2. The content of this manual is subject to change without notice.
3. Unauthorized duplication or modification is strictly prohibited.
4. This manual was created with careful attention to content; however, if inaccuracies, errors or omissions are noticed, please contact your sales or service representative.
5. Some network application functions may not be supported, depending on the operating environment or other software.  
The actual performance of network application functions is determined by various factors, such as the system configuration, customer data and operator controls.  
Since the operating environment of network application functions differs depending on the customer, the configuration of specific products and the suitability of the application software should be determined specifically for the customer.
6. We assume no responsibility for consequences arising from use, regardless of items 4 and 5 mentioned above.
7. The software provided with the device, the software included on the CD-ROM and information such as the design of and materials related to this manual are the sole property of NEC Corporation, NEC Access Technica and their licensors.  
NEC Corporation, NEC Access Technica and their licensors own all patents, copyrights and titles to this manual, from the design, production and duplication to the use and marketing rights. However, these limitations do not apply if written permission to transfer the above-mentioned rights to another company is received.
8. The touch panel screens and computer windows and dialog boxes shown in this manual may differ slightly from the actual products.

## 1.2.2 User Instructions

### For the U.S.A. Users

#### FCC Part 15-Radio Frequency Devices

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

#### NOTE

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and radiate radio frequency energy and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

#### WARNING

The design and production of this unit conform to FCC Regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

FCC-F02

This device must be used with shielded interface cables. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

### For Canada Users

#### Interference-Causing Equipment Standard (ICES-003 Issue 3)

This Class A digital apparatus complied with Canadian ICES-003  
Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

IC-F03

## For European Users

### CE Marking (Declaration of Conformity)

This product complies with the following EU directives:  
89/336/EEC, 73/23/EEC and 93/68/EEC directives.  
This declaration is valid for the area of the European Union.

This device must be used with shielded interface cables. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under EU directives.

## For Users of the Class B regulation's countries

This device must be used with shielded interface cables. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.

## For Users except the Class B regulation's countries

### WARNING

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

This device must be used with shielded interface cables. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.

### Precautions for using network applications

- Internet faxes and Scan to E-mail transmissions are sent and received with the help of a mail server; they are not sent directly to the recipient or received directly from the sender. In addition, as soon as transmission with the server is finished correctly, the transmission is considered complete.
- If transmission from the mail server to the recipient is not possible for some reason, an e-mail describing the error will be received from the server.
- For some reason, the e-mail describing the error may not be received. If confirmation of the transmission is required, call the recipient after transmission to confirm reception.
- Since the privacy of transmissions through the Internet or an intranet is limited, we recommend sending important documents directly to the recipient through a common telephone line.
- Telephones on a LAN cannot be used.
- It may take some time for a transmission to be sent due to Internet/intranet traffic.
- Depending on the mail servers, it may not be possible to send documents with a large number of pages or a large amount of image data.

### Functions that cannot use network applications

The following functions can be used with normal fax transmissions using a common telephone line, but cannot be used with network applications.

- Batch transmission
- Polling transmission
- Real-Time transmission
- Password transmission
- Remote copying
- Confidential box
- Bulletin board registration
- On-hook
- Remote retrieval of bulletin board



#### Note

*Password transmission and remote copying can be specified in the operation, but they will not function.*



The following functions can be used with network applications.

- Image quality specification
- Density specification
- Non-reduction mode
- Scan area specification
- 2in1
- 2-sided transmission
- TX marker stamp (optional)
- TSI
- Destination insert
- Forward the received facsimile documents (Document Management)
- Priority transmission
- Timer transmission
- Rotation transmission

## 1.3 Check for Enclosed Accessories

Check that all of the following are included.

If anything is missing or damaged, contact your service representative.

Network Scan Kit (SU-2)

- CD-ROM containing electronic manuals  
This CD-ROM contains the Scanner Mode User Manual and the PageScope Light User Manual.

Internet Fax & Network Scan Kit (SU-3)

- CD-ROM containing electronic manuals  
This CD-ROM contains the Scanner Mode User Manual and the PageScope Light User Manual.
- Utility Disk (CD-ROM)  
The Utility Disk contains the utilities (e.g., IP Scanner and Network FAX) and the Network FAX User Manual.



...

### Tip

*In order to use the scanning operations, the Network Interface Card (NC-4) and the Network Scan Kit (SU-2) or the Internet Fax & Network Scan Kit (SU-3) must be installed.*



...

### Note

*The LAN cable (cable for Fast Ethernet 100BASE-TX) is not included.*



### CAUTION

**Only use the CD-ROM in a player that is CD-ROM-compatible.**

- If a player not compatible with the CD-ROM format is used, your ears or speakers may be damaged by the loud noise produced.



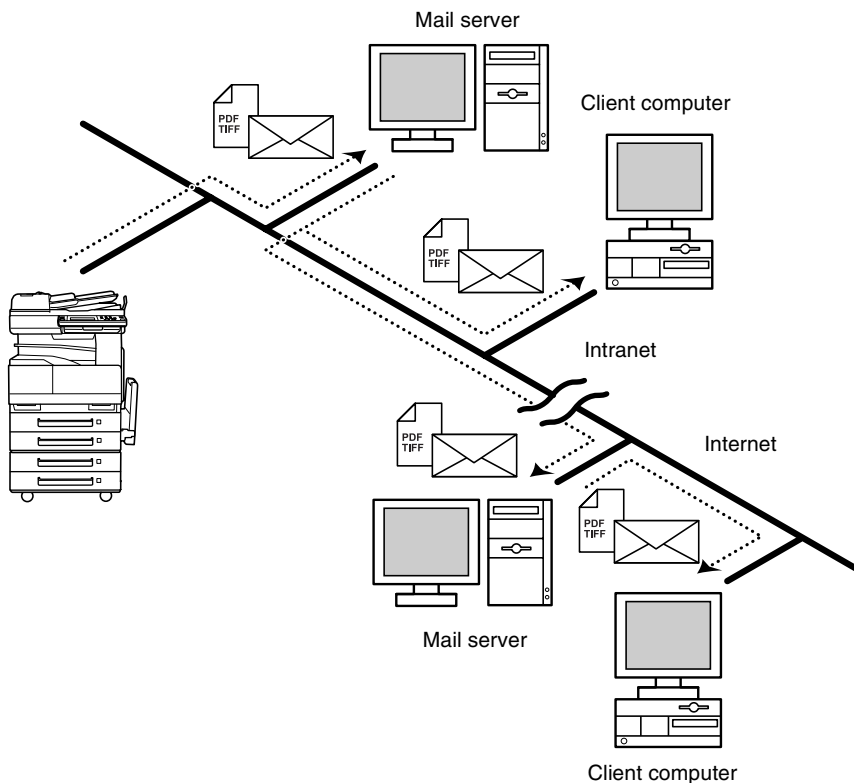
## 2 Overview

Paper documents can easily be converted to electronic data and used, for example, with electronic filing. Scanned image data (scan data) can be sent to other computers through a network as either a TIFF file or a PDF file.

The scanned image can be sent using any of the following methods. Choose the appropriate method according on the network environment and purpose.

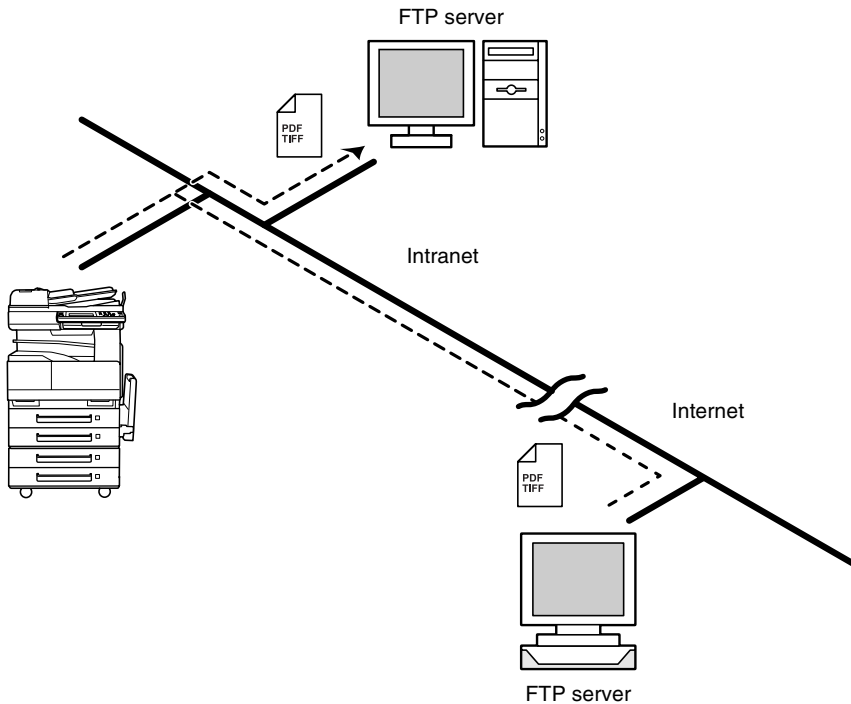
### 2.1 Scan to E-mail

- Scan data is attached to an e-mail message as a TIFF or PDF file, then sent to a computer through an intranet or the Internet.
- A network environment that includes a mail server is required.

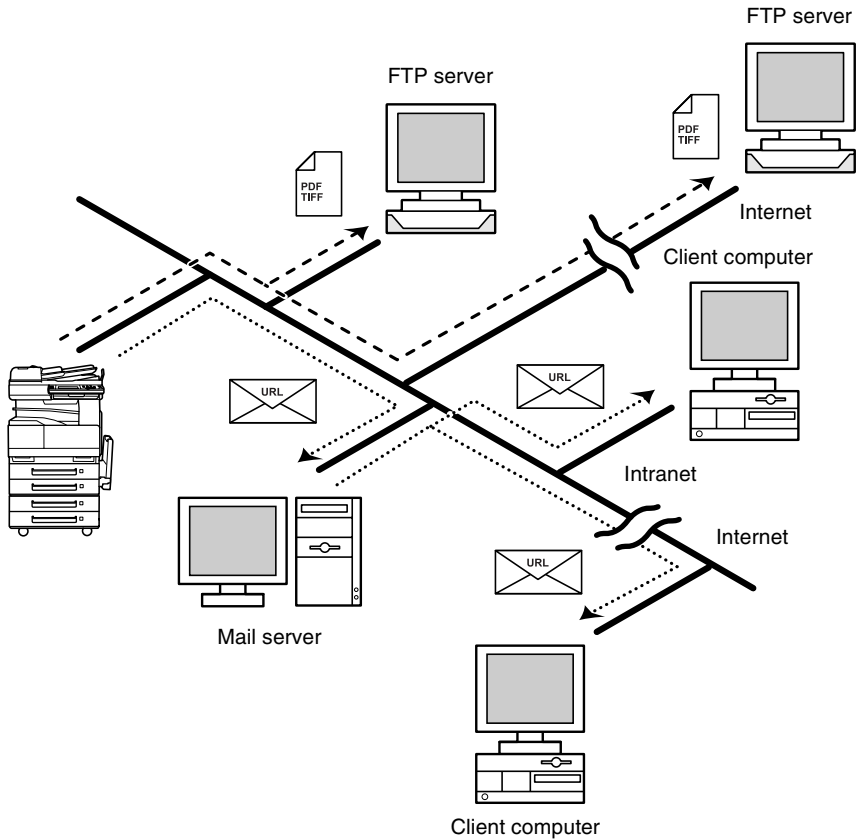


## 2.2 Scan to Server (FTP)

- Scan data can be uploaded as TIFF or PDF files to a specified directory on an FTP server.
- A network environment that includes an FTP server is required.
- An FTP server on the Internet can be accessed through a proxy server.
- A maximum of five FTP server can be registered, and a maximum of five directories can be set up on each FTP server.

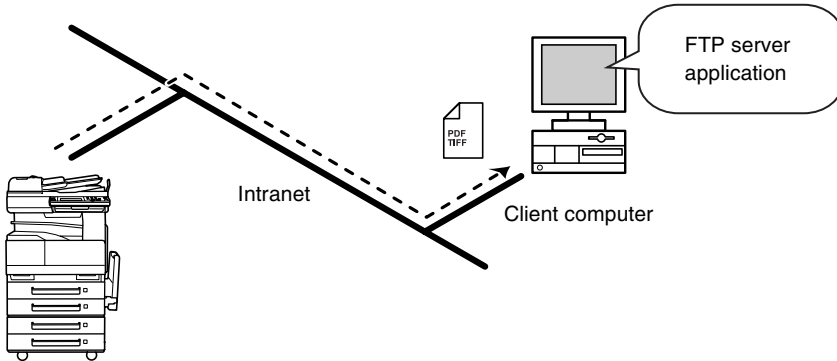


- With the “URL Report” function, a notification of the URL where the scan data is saved can be sent by e-mail. (If the “URL Report” function is used, a mail server is required.)



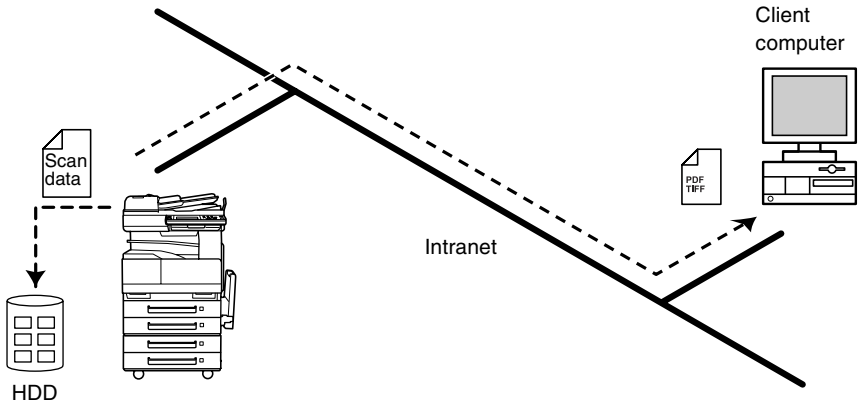
## 2.3 Scan to PC (FTP)

- Scan data can be sent as TIFF or PDF files to client computers using FTP.
- The FTP server application must be running on the client computers.
- The forwarding destination on the client computer is the root folder specified with the FTP server application. This setting cannot be specified from the copier's control panel or from PageScope Light.



## 2.4 Scan to HDD

- Scan data is saved on the copier's hard disk as TIFF or PDF files. The saved files can be retrieved with PageScope Light.
- With the "URL Report" function, a notification of the URL where the scan data is saved can be sent by e-mail. (If the "URL Report" function is used, a mail server is required.)

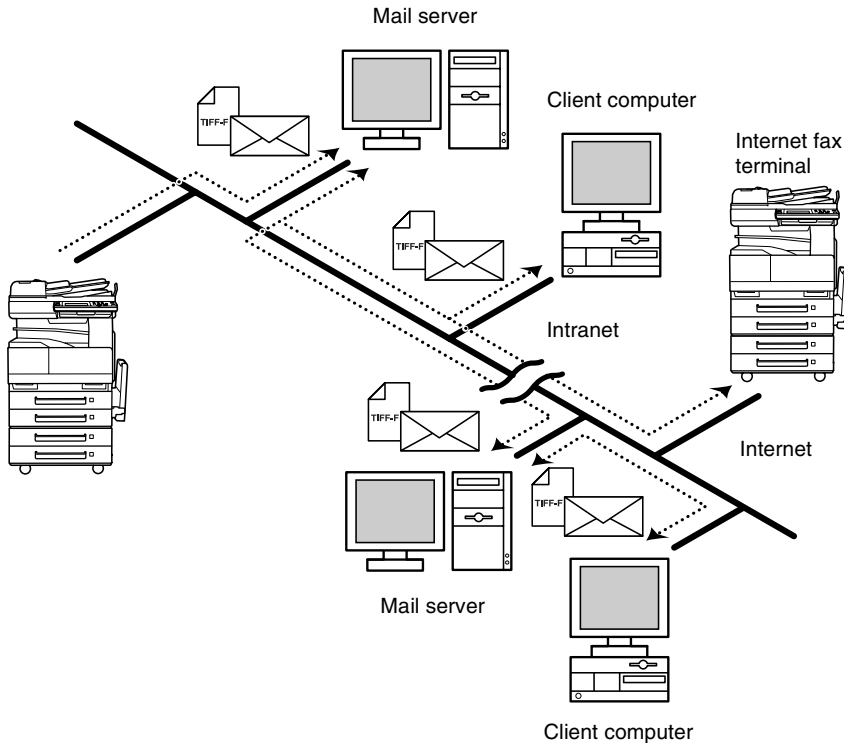




## 2.5 Internet Faxing

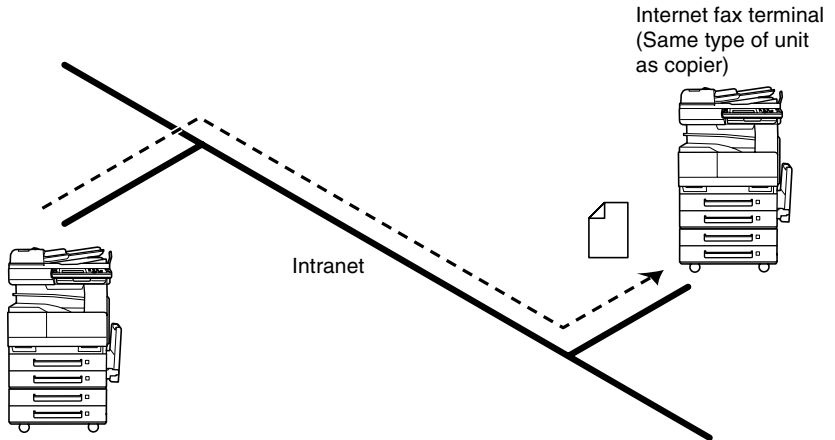
- As opposed to a normal fax, which transmits through telephone lines, Internet fax sends and receives fax images through the Internet. Internet fax uses the Internet electronic mail (e-mail) setup to send and receive fax images. Image data scanned at an Internet fax terminal is attached to an e-mail message as a TIFF-F file, then sent to the recipient's Internet fax terminal. The file attached to the received e-mail message is printed by the Internet fax terminal on the receiving end.

In addition, since e-mail is used, the fax can be sent to an individual e-mail address, not just an Internet fax terminal. In this case, the fax image arrives at the receiving end as an attachment to an e-mail message received with the usual mail client software.



## 2.6 IP Address FAX (LAN-FAX)

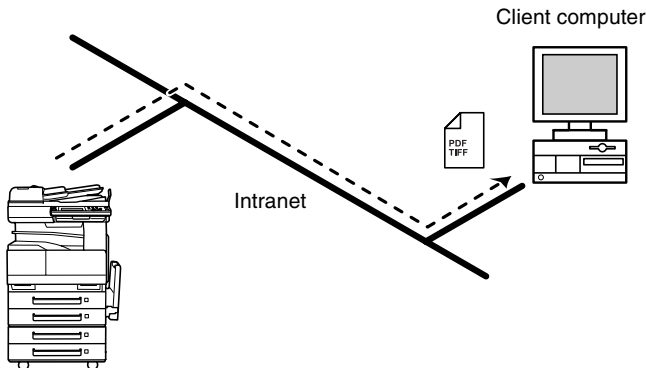
- Scan data is sent to a copier of the same type (Internet fax) through the Internet, without passing through a mail server.



- 1 Program a one-touch key with the IP address or the host name of the recipient.
- 2 Use the one-touch key to specify the recipient, and then specify the settings for sending the data (IP address fax transmission).
- 3 The recipient receives the fax image (IP address fax reception).

## 2.7 Scan to PC (SMTP)

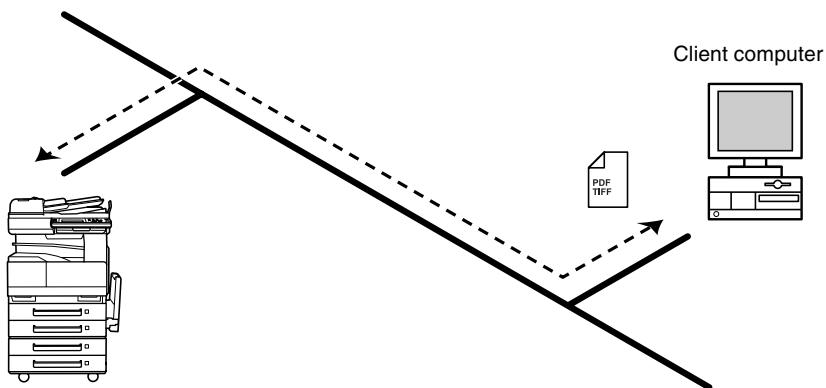
- Scan data can be sent as TIFF or PDF files to client computers using SMTP.
- From the client computer, the enclosed IP Scanner application must be used to first specify the folder where data is saved. In addition, the IP Scanner application can be set to save the data in a folder that was created using the name of the one-touch key.
- In order to receive the data at a client computer and save it as an image file, the enclosed utilities IP Scanner and Image Receiver are required.
- If there is a DHCP server on the network, this function may not operate correctly since IP addresses are automatically distributed to each computer. In this case, specify a fixed IP address for the computer or use IP Scanner.



- 1 Program a one-touch key with the IP address of the computer receiving the data.
- 2 Using the same procedure for sending e-mail messages, specify that the data is to be sent to a computer.
- 3 The sent scan data is received by the recipient computer.
- 4 The IP Scanner application converts the data to a TIFF or PDF file, then saves the file in the specified folder.

## 2.8 IP Scanner

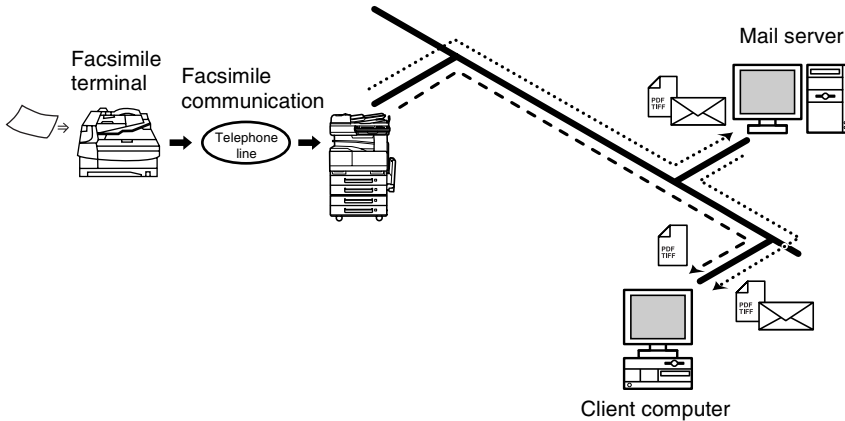
- Scan data is sent to a client computer, where it is saved in a folder that is created using the name of the scanner button.
- After programming a button (Scan data destination and scan settings) from the client computer when scanning, a paper document can easily be saved as an electronic file with just the touch of a button in the copier's touch panel.  
In order to receive the data at a client computer and save it as an image file, the enclosed utilities IP Scanner and Image Receiver are required.
- This function can be used in a network without a LAN if a crossover cable is used to connect the copier to a client computer. (Network settings are required.)



- 1 From the computer, program a button (recipient of the scan data).
- 2 Touch the programmed button to send the scan image.
- 3 The sent scan image is received by the recipient computer.
- 4 The IP Scanner application converts the data to a TIFF or PDF file, then saves the file in the specified folder.

## 2.9 Document Forwarding/Archive Distribution

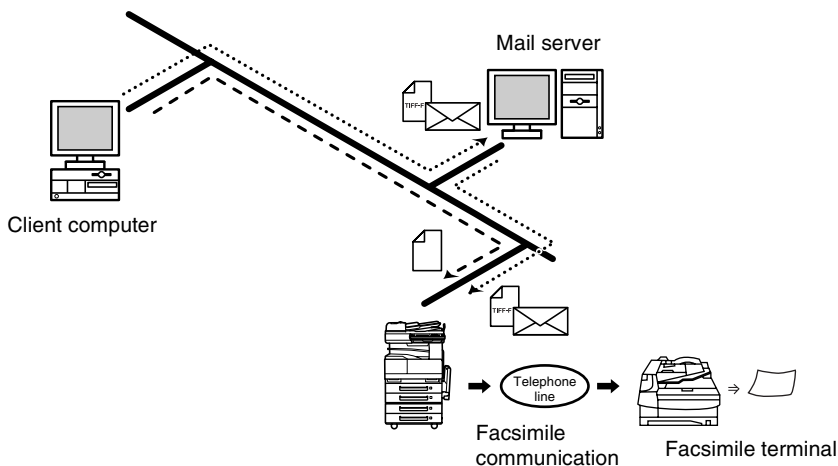
- Image data received from a fax machine on a common telephone line can be sent directly to a computer or attached to an e-mail message. In order to transmit the fax document by e-mail, a network environment that includes a mail server is required.
- The fax document can be received at your own computer.
- Received fax documents can be classified as “F-Code”, “Port” or “Public Document”, and the distribution destinations for each type of document can be specified.



- 1 From the copier, select a Doc. Manage setting to classify the fax image.
- 2 The fax image is sent to the computer specified as the recipient.
- 3 The fax image is received by the recipient computer as an image file.

## 2.10 Network Fax Transmission

- To use Network Fax transmission, “Network FAX” is required, one of the attached utilities. Be sure to confirm the network environment, then perform the network setting and the setup of Network FAX.
- A document created in an application, such as word-processing software, can be faxed by specifying the telephone (fax) number of the recipient, without first printing the document. In addition, the result of the fax transmission can be checked from the computer.
- An e-mail address or a telephone (fax) number can be specified for the recipient.
- In order to perform direct faxing operations using a mail server, the DNS settings must be specified.



- 1 Specify the fax number of the destination (specify the recipient after specifying printing from the application).
- 2 The image data is transmitted from the client computer or mail server.
- 3 The data received by the computer is sent to the specified fax number.

## 2.11 Environments for Transmitting Scan Data

The following types of environments are required in order to send scan data.



### Tip

*In order to use the scanning operations, the Network Interface Card (NC-4) and the Network Scan Kit (SU-2) or the Internet Fax & Network Scan Kit (SU-3) must be installed.*

*All scanning operations can only be used in a TCP/IP network.*

### Required environment

<Operations that can be performed if the Network Scan Kit is installed>

	Scan to E-mail	Scan to Server(FTP)	Scan to PC(FTP)	Scan to HDD
Required options	-	-	-	Hard Disk Drive Kit
Required environment for image data transmission	Mail server	FTP server	FTP client computer (FTP server application)	-
Required environment for image data importing	Mail client computer	FTP client computer	FTP client computer (FTP server application)	Web browser

<Operations that can be performed if the Internet Fax & Network Scan Kit is installed>

In addition to the operations that can be performed when the Network Scan Kit is installed (refer to the above table), the following operations are available.

	Scan to PC (SMTP)	Internet Faxing	IP Address Faxing	IP Scanner	Distribution of Fax Documents	Network FAX
Required options	-	-	-	-	Only with the Di2010f* <sup>1</sup> , Di2510f, Di3010f or Di3510f	Only with the Di2010f* <sup>1</sup> , Di2510f, Di3010f or Di3510f
Required environment for image data transmission	IP Scanner and Image Receiver utilities	Mail server	The recipient must be the same type of unit as the copier.	IP Scanner and Image Receiver utilities	Environment required for the scan function selected as the distribution method	Network FAX (EX Lite) utility
Required environment for image data importing	IP Scanner and Image Receiver utilities	Internet fax terminal	The recipient must be the same type of unit as the copier.	IP Scanner and Image Receiver utilities		-

\* 1: Di2010 and Di2010f are sold only in the U.S.A. and Canada.





## 3 Preparation

### 3.1 LAN Connection

This copier can transmit with the TCP/IP protocol on a LAN. Therefore, the LAN cable must be connected.

Connect to the LAN by using a LAN cable (cable for Fast Ethernet 100BASE-TX).

#### Connecting the LAN cable

Insert one plug on the LAN cable into the connector (marked LAN) at the back of the machine, and then insert the other plug into the hub.

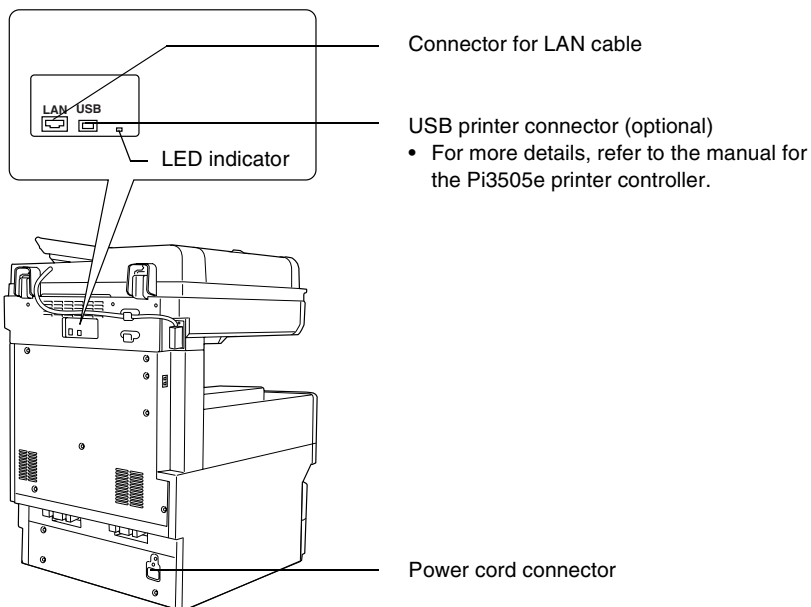


#### Tip

*The connector is at the back of the machine.*

*The LAN cable should be a cable for Fast Ethernet 100BASE-TX (Category 5).*

*The LAN cable is not included as an accessory.*



## LED indicators

LED Color	Condition	Meaning
Green	Lit	The LAN is connected correctly.
	Off	The copier has not been turned on. The LAN is not connected correctly.
	Flashing	Data is being sent or received.
Red	Lit	Operating at 100 Mbps
	Off	Operating at 10 Mbps

## 3.2 Network Settings

The available network operations are limited according to the connected LAN environment. Specify the network settings according to the environment and functions to be used.

The network settings can be specified from the copier's control panel or from Administrator mode of PageScope Light. The procedure for specifying the network settings from the copier's control panel is described below.

For details on specifying PageScope Light settings, refer to the PageScope Light User Manual.

### 3.2.1 List of Network Settings

●: Required; ○: Available

▲: Necessary depending on environment; -: Unnecessary

Operation Parameter	Scan to E-mail	Scan to Server(FTP)	Scan to PC(FTP)	Scan to PC (SMTP)	Scan to HDD	IP Scanner	Internet Faxing	IP Address Faxing	Distribution of Fax Documents (fax reception)	Network FAX
Basic Settings screen										
DHCP	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
IP Address	●	●	●	●	●	●	●	●	●	●
Subnet Mask	●	●	●	●	●	●	●	●	●	●
Gateway	●	●	●	●	●	●	●	●	●	●
Self-domain Name	-	-	-	-	-	-	-	○	-	○
Network Board Settings	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
DNS Settings screen										
DNS Setting	▲	▲	▲	▲	▲	-	▲	▲	▲	-
Host Name	▲	▲	▲	▲	▲	-	▲	▲	▲	-
Domain Name	▲	▲	▲	▲	▲	-	▲	▲	▲	-
DNS Server Address	▲	▲	▲	▲	▲	-	▲	▲	▲	-

Operation Parameter	Scan to E-mail	Scan to Server(FTP)	Scan to PC(FTP)	Scan to PC (SMTP)	Scan to HDD	IP Scanner	Internet Faxing	IP Address Faxing	Distribution of Fax Documents (fax reception)	Network FAX
Equipment Name										
Equipment Name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-	<input type="radio"/>	-	<input type="radio"/>	-	<input type="radio"/>	-
SMTP Settings screen										
SMTP Server Address	<input checked="" type="radio"/>	<input type="radio"/> ▲*1	-	-	<input type="radio"/> ▲*1	-	<input checked="" type="radio"/>	-	<input checked="" type="radio"/>	-
Port Number	<input checked="" type="radio"/>	<input type="radio"/> ▲*1	-	-	<input type="radio"/> ▲*1	-	<input checked="" type="radio"/>	-	<input checked="" type="radio"/>	-
E-mail Address	<input checked="" type="radio"/>	<input type="radio"/> ▲*1	-	-	<input type="radio"/> ▲*1	-	<input checked="" type="radio"/>	-	<input checked="" type="radio"/>	-
POP3 Settings screen										
POP3 Server Address	-	-	-	-	-	-	<input checked="" type="radio"/>	-	-	-
Port Number	-	-	-	-	-	-	<input checked="" type="radio"/>	-	-	-
POP3 User Name	-	-	-	-	-	-	<input checked="" type="radio"/>	-	-	-
POP3 Password	-	-	-	-	-	-	<input checked="" type="radio"/>	-	-	-
Auto-RX Check	-	-	-	-	-	-	<input checked="" type="radio"/>	-	-	-
Mail/Scan Settings screen										
E-mail Mode	-	-	-	-	-	-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-
Scan Mode	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-	-	-	-	-
Scanner Settings screen										
Activity Report	-	-	-	-	-	-	<input type="radio"/>	-	-	-
RX Doc. Header Print	-	-	-	-	-	-	<input type="radio"/>	-	-	-
TX Doc. Text Insert	<input type="radio"/>	-	-	-	-	-	<input type="radio"/>	-	<input type="radio"/>	-
Gateway Send	-	-	-	-	-	-	-	-	-	<input checked="" type="radio"/>
Subject Registration	<input type="radio"/>	-	-	-	-	-	<input type="radio"/>	-	-	-

Operation Parameter	Scan to E-mail	Scan to Server(FTP)	Scan to PC(FTP)	Scan to PC (SMTP)	Scan to HDD	IP Scanner	Internet Faxing	IP Address Faxing	Distribution of Fax Documents (fax reception)	Network FAX
Device Setting	<input type="radio"/>	-	-	-	-	-	<input type="radio"/>	-	-	-
File Destination Memory Input										
File Destination Memory Input	-	<input checked="" type="radio"/>	-	-	-	-	-	-	-	-
Ping										
This function is used to check if the network connection (LAN connection) is correctly connected. *The ping can be sent with an SMTP server or POP3 server specified. In addition, a ping can be sent with any IP address specified.										
Frame Type Setting										
When connecting to the NetWare server and using the PC print function, specify the frame type.										
Administrator mode in PageScope Light: [Network]>[FTP Server]>[FTP Configuration]										
Proxy server address	-	<input checked="" type="radio"/>	-	-	-	-	-	-	-	-
Proxy port number	-	<input checked="" type="radio"/>	-	-	-	-	-	-	-	-
FTP Connection Timeout	-	<input checked="" type="radio"/>	-	-	-	-	-	-	-	-

\* 1: If the "URL Report" function is used, the e-mail transmission (SMTP) settings must be specified. (Refer to page 3-11.)

### Copier domain name and registering with a DNS server

In order to perform Network Fax transmissions through a mail server, this copier must be registered with a DNS server as a mail server.

<Sample settings>

E-mail domain name	xyz.co.jp
Copier IP address	192.168.100.200
Copier's self-registered domain name	abcde.xyz.co.jp
DNS server setting for xyz.co.jp	abcde.xyz.co.jp MX192.168.100.200

If the settings are specified as shown in the above example, e-mail addressed to "abcde.xyz.co.jp" will be received by this copier.

## 3.2.2 Specifying Network Settings

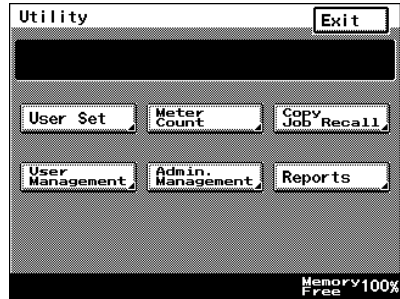


### Note

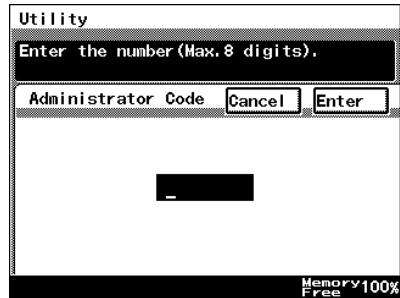
Before specifying network settings, check with the network administrator for the necessary information.

### Displaying the Network Settings screen

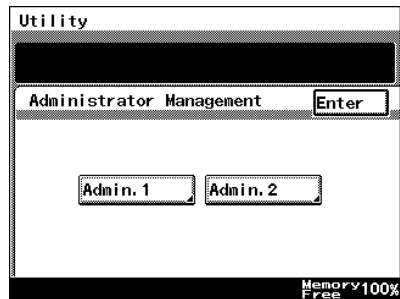
- 1 Press the [Utility] key on the copier control panel.
- 2 Touch [Admin. Management].



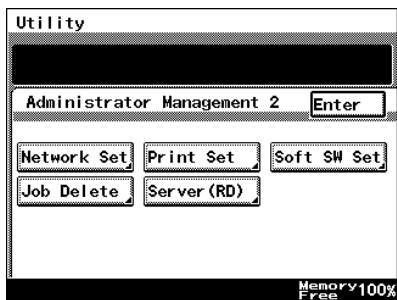
- 3 Use the keypad to type in the administrator access code, and then touch [Enter].



- 4 Touch [Admin. 2].

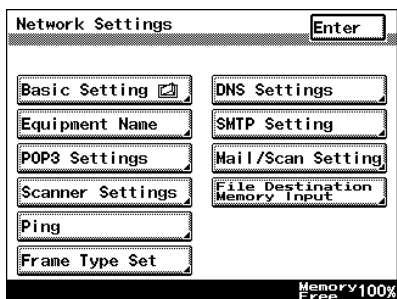


## 5 Touch [Network Set].




## 6 Specify the necessary settings for the parameters in the screen that appeared.

- For details on specifying settings for the various parameters, refer to the following pages.



## 7 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

**Note**

After changing the setting of a parameter marked with , the copier must be turned off, then on again.

**Note**

The list of the settings specified for each function can be printed.

For details on printing the list of settings, refer to "Checking the Settings For Each Function (Settings List)" on page 14-15.



## Basic Settings screen

The following parameters can be set from the Basic Settings screen.

The screenshot shows a 'Basic Settings' window with the following fields and options:

- DHCP**: A dropdown menu with 'IP Input' selected.
- IP Address**: A text input field with three dots indicating a dotted IP address format.
- Subnet Mask**: A text input field with three dots indicating a dotted subnet mask format.
- Gateway**: A text input field with three dots indicating a dotted gateway address format.
- Self-domain Name**: A text input field.
- Network Board Set**: A dropdown menu.

Buttons for 'Cancel' and 'Enter' are located at the top right. A 'Memory 100% Free' indicator is visible at the bottom right.

Parameter	Description
DHCP	Specify whether to automatically retrieve the IP address from the DHCP server or to specify a fixed IP address.
IP Address	Type in the IP address of this unit. *Type in the IP address only if the "DHCP" parameter is set to "IP Input".
Subnet Mask	Type in the subnet mask of the connected network. *Type in the subnet mask only if the "DHCP" parameter is set to "IP Input".
Gateway	Type in the default gateway address of the connected network. *Type in the default gateway address only if the "DHCP" parameter is set to "IP Input".
Self-domain Name	Type in the domain name of this unit. This setting is required in order to perform direct fax transmissions through a mail server.

Parameter	Description
Network Board Set	Specify the network board transmission speed (Auto/100 Mbps/10 Mbps) and duplex mode (Half Duplex/Full Duplex). *The “Network Board Speed” parameter is normally set to “Auto”. This automatically selects the transmission speed through auto negotiation. The “Duplex” parameter is only available if the “Network Board Speed” parameter is set to “100M” or “10M”.

- 1 In the Network Settings screen, touch [Basic Settings].
- 2 Specify the necessary settings for the parameters in the page that appeared.
- 3 Touch [Enter].

### DNS Settings screen

The following parameters can be set from the DNS Settings screen.

Parameter	Description
DNS Setting	Specify whether or not the DNS (Domain Name System) function is used.
Host Name	Type in the host name for the DNS server. *Type in the server address only if the “DNS Setting” parameter is set to “Yes”.

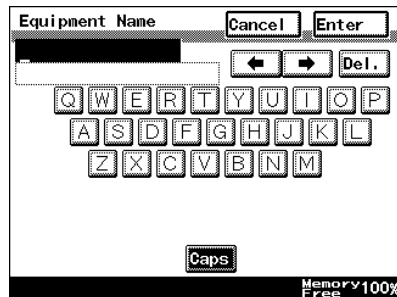
Parameter	Description
Domain Name	Type in the domain name for the DNS server. *Type in the server address only if the “DNS Setting” parameter is set to “Yes”.
DNS Server Address	Type in the IP address of the DNS server. A maximum of three DNS server addresses can be specified. *Type in the server address only if the “DNS Setting” parameter is set to “Yes”.

- 1 In the Network Settings screen, touch [DNS Settings].
- 2 Specify the necessary settings for the parameters in the page that appeared.
- 3 Touch [Enter].

### Specifying the device name

The Equipment Name is used as a part of the file name with Scan to E-mail transmissions, Scan to Server transmissions, Scan to PC transmissions, Scan to HDD transmissions and Internet fax transmissions. In addition, it is used as a part of the subject with Internet fax transmissions and Scan to E-mail transmissions.

- 1 In the Network Settings screen, touch [Equipment Name].
- 2 Type the name of the device (16 characters or less), and then touch [Enter].



### SMTP Settings screen

<Scan to E-mail settings and settings for sending Internet faxes (These settings are also used for the e-mail notifications of the Scan to FTP and Scan to HDD operations.)>

The following parameters can be set from the SMTP Settings screen.

Parameter	Description
SMTP Server Address	Type in the IP address or host name for the SMTP server. *Both the host name and the IP address can be typed in if the "DNS Setting" parameter is set to "Yes". If "No" is selected, only the IP address can be typed in. If necessary, change the port number of the SMTP server.
E-mail Address	Type in the e-mail address of this unit.

- 1 In the Network Settings screen, touch [SMTP Settings].
- 2 Specify the necessary settings for the parameters in the page that appeared.
- 3 Touch [Enter].

### POP3 Settings screen

<Reception settings for Internet faxing>

The following parameters can be set from the POP3 Settings screen.

Parameter	Description
POP3 Server Address	Type in the IP address or host name for the POP3 server. *Both the host name and the IP address can be typed in if the “DNS Setting” parameter is set to “Yes”. If “No” is selected, only the IP address can be typed in. If necessary, change the port number of the POP3 server.
POP3 User Name	Type in the login name (account name) for the POP3 server.
POP3 Password	Type in the password for logging into the POP3 server.
Auto-RX Check	Specify the interval for connecting to the POP3 server and checking for e-mail (Internet faxes).

- 1 In the Network Settings screen, touch [POP3 Settings].
- 2 Specify the necessary settings for the parameters in the page that appeared.
- 3 Touch [Enter].

### Mail/Scan Setting (E-mail Mode) screen

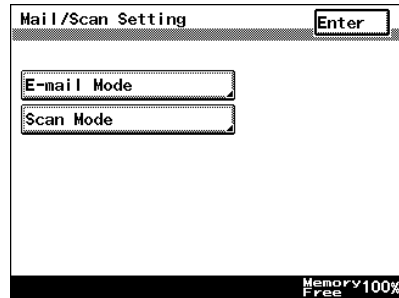
Specify the maximum size of data that can be transmitted, the maximum transmission resolution and the coding method that is given priority with Internet faxing and IP address fax transmissions. The transmission size specified here is the default transmission size when new one-touch keys are registered.

With Internet faxing, the fax may be sent using a transmission size, transmission resolution or coding method that is not supported by the receiving device, or it may not be possible for the recipient to view the received data. During transmission, the maximum values for the receiving device must be entered in the E-mail Mode screen. If the maximum values are correctly specified, the data is sent with the maximum settings previously specified, even if settings that are not supported by the receiving device are specified during transmission.

The following parameters can be set from the Mail/Scan Setting (E-mail Mode) screen.

Parameter	Description
TX Size (Max.)	Select the maximum document size for transmission. Inch Area: Letter/Legal, 11 × 17 Metric Area: A4, B4, A3
TX Quality (Max.)	Select the maximum transmission resolution. 200/400/600dpi
Coding Method	Select the coding method for scan data that is to be transmitted. MH/MR/MMR

- 1 In the Network Settings screen, touch [Mail/Scan Setting].
- 2 Touch [E-mail Mode].

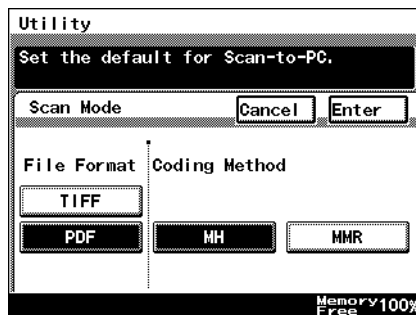


- 3 Specify the necessary settings for the parameters in the page that appeared.
- 4 Touch [Enter].

### Mail/Scan Setting (Scan Mode) screen

Specify the file format and coding method that is given priority with Scan to E-mail, Scan to Server, Scan to PC (FTP), Scan to PC (SMTP) or Scan to HDD transmissions.

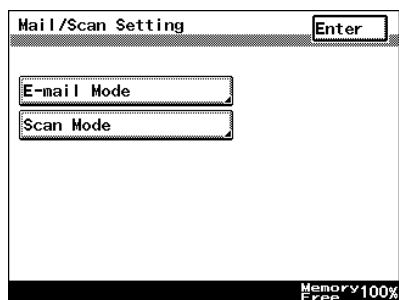
The file format specified here is the default file format when new one-touch keys are registered.



Parameter	Description
File Type	Select the file format for scan data that is to be transmitted. TIFF/PDF

Parameter	Description
Coding Method	Select the coding method for scan data that is to be transmitted. MH/MMR

- 1 In the Network Settings screen, touch [Mail/Scan Setting].
- 2 Touch [Scan Mode].



- 3 Specify the necessary settings for the parameters in the page that appeared.
- 4 Touch [Enter].



## Scanner Settings screen

The following parameters can be set from the Scanner Settings screen.

Scanner Settings		Enter
Activity Report	OFF	
RX Doc. Header Print	OFF	
E-mail Header Text	OFF	
Gateway TX	No	
Subject Registration		
Divide Settings		
		Memory 100% Free

Parameter	Description
Activity Report	Select whether ("ON") or not ("OFF") to send a notification of the result for the reception of the Internet fax. (Full mode) For details, refer to <i>"Specifies Settings Concerning Full Mode Functions With Internet Faxing (Mode 373)" on page 13-56.</i>
RX Doc. Header Print	Select whether ("ON") or not ("OFF") to print the e-mail header information when printing received Internet fax documents.
E-mail Header Text	Select whether or not to insert text explaining that a file is attached with Internet faxing and Scan to E-mail transmissions. With a Scan to E-mail transmission, the fixed text is inserted even if "OFF" was selected. Fixed Text/Custom Text/OFF *If "Custom Text" is selected, previously registered text is inserted. Register text from PageScope Light. (Refer to <i>"Registering text" on page 8-39.</i> ) *Touch [Text Check] to check the registered custom text.


Parameter	Description
Gateway TX	Select whether (“Yes”) or not (“No”) to perform the direct fax transmission operation. If “YES” is selected on a machine installed with the multi port, the screen for selecting the transmission mode for a gateway transmission appears. Select the transmission mode to be used with direct fax transmissions.
Subject Registration	Specify subject text for Internet fax and Scan to E-mail transmissions. (A maximum of four can be registered.)
Devide Settings	Select whether (“Yes”) or not (“No”) the file is divided and sent in separate sections with Internet fax and Scan to E-mail transmissions. Page Division/Size Division/Divide Size *With Internet fax transmissions, the document can be divided into its separate pages and sent (Page Division). With Scan to E-mail transmissions, the document can be divided into its separate pages (Page Division) or divided into sections of a specified size (Size Division). The recipient’s e-mail application may not be able to handle documents sent using the “Size Division” settings.

- 1 In the Network Settings screen, touch [Scanner Settings].
- 2 Specify the necessary settings for the parameters in the page that appeared.
- 3 Touch [Enter].

## Registering an FTP site

<The following settings must be specified in order for the Scan to Server (FTP) operation to be performed.>

1 In the Network Settings screen, touch [File Destination Memory Input].

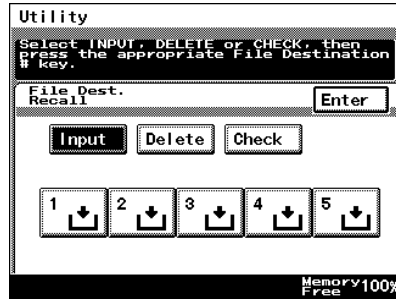
2 Touch [Input], and then touch  where an FTP site has not yet been registered.

- A maximum of five FTP servers can be registered, and a maximum of five directories can be set up on each FTP server.

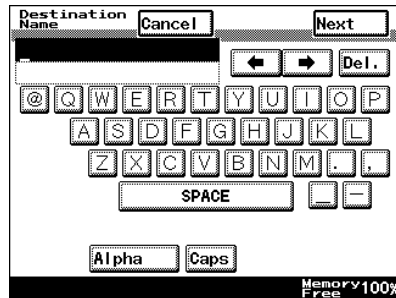


### Tip

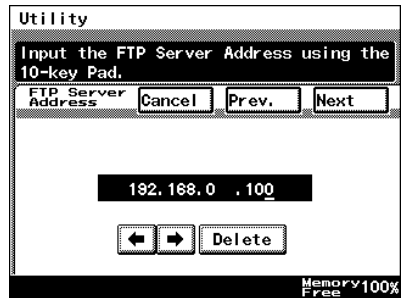
Touch [Check] to check or change the settings for a registered FTP site or touch [Delete] to delete a registered FTP site, and then touch the button for the FTP site.



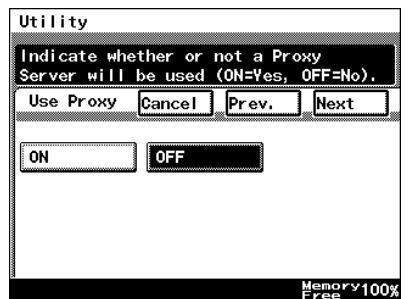
3 Type in the name of the FTP server, and then touch [Next].



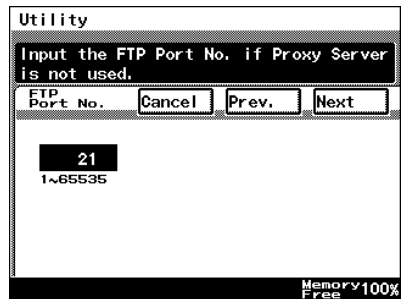
- 4 Type in the address of the FTP server, and then touch [Next].



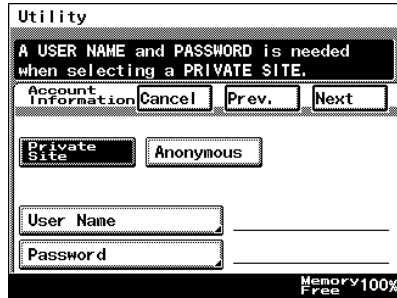
- 5 Select whether or not a proxy is used, and then touch [Next].




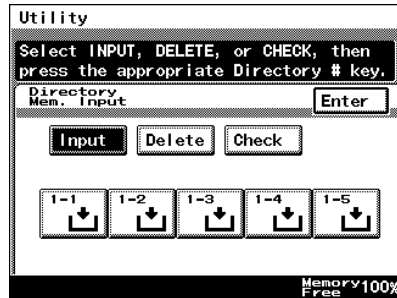
- 6 Type in the port number of the FTP server, and then touch [Next].



- 7 Select whether the FTP server is public or private (whether or not there is a server link), and then touch [Next].
- If “Private Site” was selected, type in the user name and the password.



- 8 The “Directory Memory Input” screen appears. Touch [Input], and then touch  where a directory has not yet been registered.

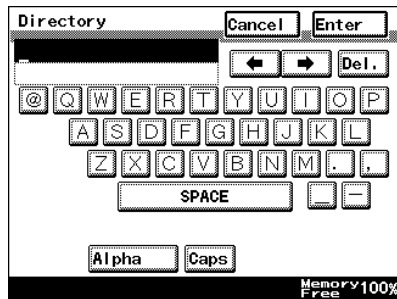


- 9 Type in the name of the directory, and then touch [Enter].



**Tip**

By typing in “.” (period), the root directory can be specified.



- 10 Check the name of the directory, and then touch [Enter].

Directory Mem. Input		Enter
Directory	document	
		Memory 100% Free

- 11 When specifying multiple directories (up to five), repeat steps 8 through 10.

- 12 Check the specified settings in the File Destination Memory Check screen, and then touch [Enter].



**Note**

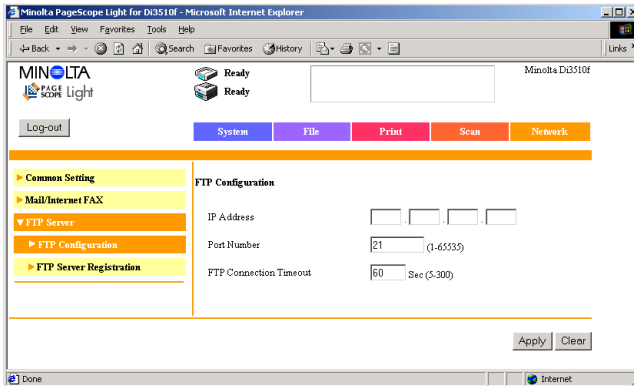
*Enabling or disabling the Passive Mode is set from PageScope Light. Refer to page 3-56 of the PageScope Light User Manual.*

File Destination Memory Check		Enter
Destination Name	ftp1	
FTP Server Address	192.168.0 .100	
Use Proxy	OFF	
FTP Port No.	21	
Account Information	Private Site	
Directory	Passive Mode	Disable
		Memory 100% Free

## Specifying a proxy

<The following settings must be specified in order to connect to an FTP server through a proxy server. These settings can only be specified with PageScope Light.>

The following parameters can be set from the FTP Configuration page.

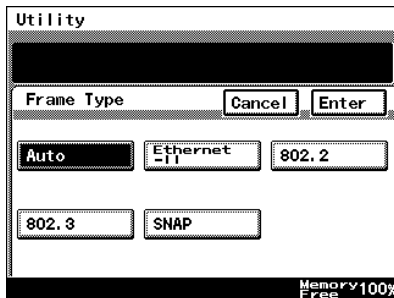


Parameter	Description
IP Address	Type in the IP address or host name for the proxy server. *The host name can only be typed in if the “DNS Setting” parameter is set to “Yes”.
Port Number	Type in the port number of the proxy server.
FTP Connection Timeout	Specify the amount of time until the connection with the FTP server times out.

- 1 Start up PageScope Light.
  - Refer to “Using PageScope Light” on page 3-25.
- 2 Log into PageScope Light in Administrator mode.
- 3 Click [FTP Configuration] in the sub-menu that appeared after clicking [FTP Server] in the menu on the [Network] tab.
- 4 Specify the necessary settings for the parameters in the page that appeared.
- 5 Click the [Apply] button.

## Frame Type Setting

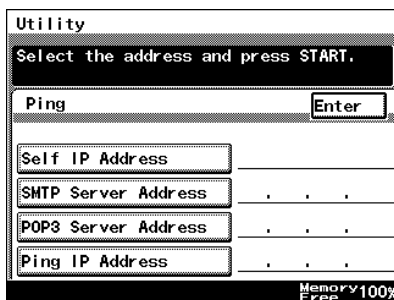
- 1 In the Network Settings screen, touch [Frame Type Set].
- 2 Select the frame type according to the Netware environment that this copier is connected to, and then touch [Enter].
  - Select a type from “Auto”, “Ethernet-II”, “802.2”, “802.3” or “SNAP”.  
These settings are available when this copier is connected to a Netware server and is used for PC print functions.



## Ping

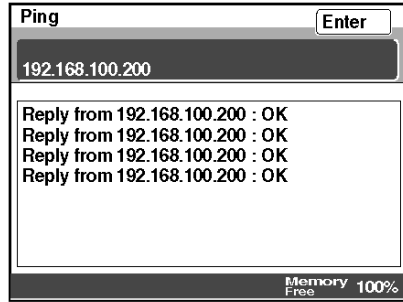
Use this feature to check if the network is correctly connected.

- 1 In the Network Settings screen, touch [Ping].
- 2 Select the recipient where the ping is to be sent, and then press the [Start] key.  
The message “Pinging” appears.

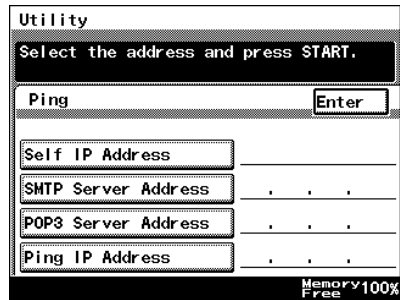




- 3 Check the displayed results, and then touch [Enter].



- 4 Touch [Enter].



### 3.2.3 Using PageScope Light

PageScope Light is a utility for managing devices supported by the HTTP server integrated into the printer/scanner controller. Using a Web browser, PageScope Light can remotely control the printer/scanner controllers on the network.

Indexes and one-touch keys can be registered and network settings can be specified from PageScope Light.

#### Accessing PageScope Light



##### Note

*In order to use PageScope Light, the IP address must be set in advance. For details on setting the IP address, refer to page 3-8.*

PageScope Light can be accessed through a Web browser.

- 1 Start up the Web browser.
- 2 In the Address bar, type the IP address of this copier in the format shown below, and then press the computer keyboard's [Enter] key.  
`http://controller_IP_address/`  
(Example) If the copier's IP address is 192.168.0.10:  
`http://192.168.0.10/`
- 3 The initial page of PageScope Light appears.

#### Operation

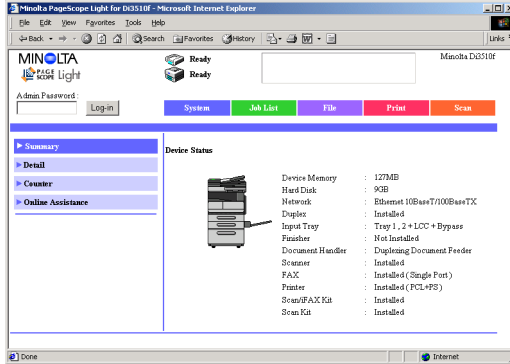
PageScope Light is used in the same way that Internet Web pages are viewed. Click Web page links to display those pages, or click the [Back] (or [Forward]) button to display the previous (or next) page.

#### Logging in Administrator mode

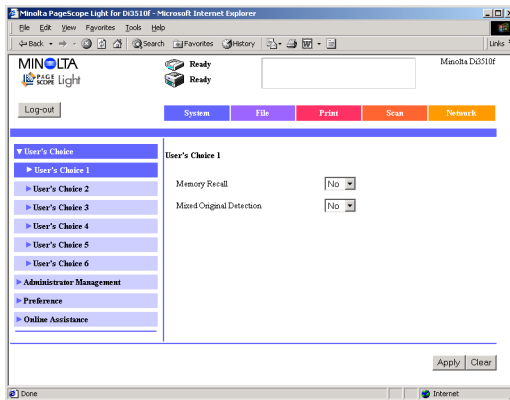
By logging into PageScope Light in Administrator mode, printer/scanner controller settings can be specified or checked.

- 1 In the **Admin Password** box in the upper-left corner of the page, type the administrator password.

- 2 Click the [Log-in] button to log into the Administrator mode.



- 3 To log out, click the [Log-out] button.



### Note

For the administrator password, use the administrator access code for the copier. For details, contact the administrator for your copier.

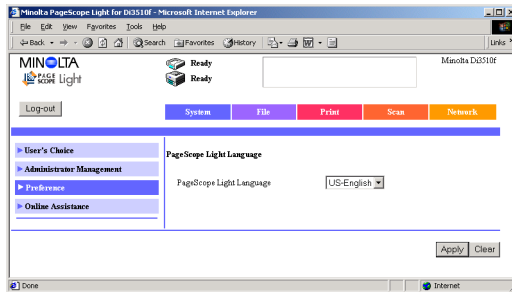
If no operation is performed for 10 minutes after logging into PageScope Light in Administrator mode, the user is automatically logged out.

While logged into PageScope Light in Administrator mode, not all operations can be performed from the copier's control panel.

## Selecting the Display Language

If necessary, the language in which PageScope Light pages are displayed can be changed. This setting only applies to PageScope Light pages.

- 1 Log into PageScope Light in Administrator mode.
- 2 Click [Preference] in the menu on the [System] tab.
- 3 Select the desired language for PageScope Light.
- 4 Click the [Apply] button.



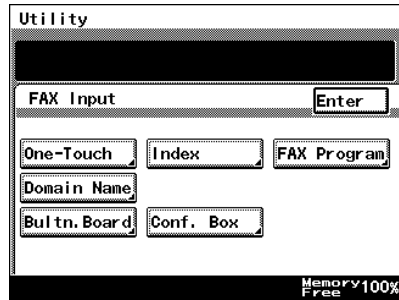
### 3.2.4 Using the Domain Name Buttons

If domain names (characters after @ at the end of the e-mail address, such as "@xyz.com") are registered in the domain name buttons, recipient e-mail addresses can quickly and correctly be specified.

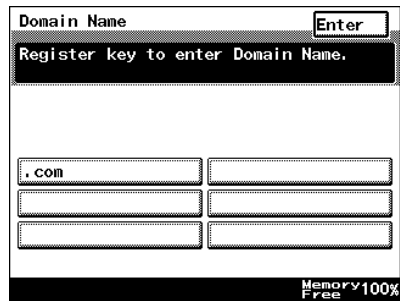
#### Programming a domain name button

- 1 Press the [Utility] key on the copier control panel.
- 2 Touch [User Set].
- 3 Touch [Fax Input].
  - For a copier, touch [E-mail Input].

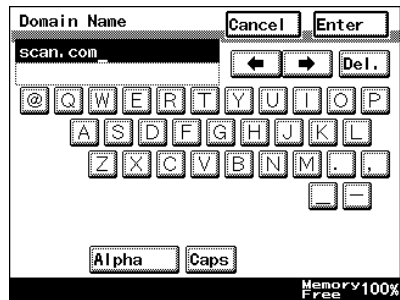
- 4 Touch [Domain Name].



- 5 Touch the domain name button that you wish to program.



- 6 Type the characters that you wish to register (64 characters or less), and then touch [Enter].



- 7 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.
- To program more buttons, repeat steps 5 and 6.

## Using the domain name buttons



### Tip

From all screens that contain the [Domain Name] button, a domain name can be entered using the same procedure.

- 1 Type in the e-mail address, and then touch [Domain Name].



- 2 Touch the button programmed with the desired domain name.
  - To return to the text input screen, touch [Alpha].



## 3.2.5 Installing the Utilities

The procedure for installing IP Scanner is described below.

### Precautions

- For details on installing the Network FAX, refer to the Network FAX User's Manual.

## Utilities disk

The utilities disk contains the IP Scanner and Network FAX applications. In order to install each utility, the amount of hard disk space shown below must be available.

- IP Scanner: About 5 MB
- Network FAX: About 22 MB

## Installing IP Scanner (Windows Me, 98/95, XP, 2000 and NT4.0)

- 1 Start up Windows, and then insert the utilities disk (CD-ROM) into the CD-ROM drive.

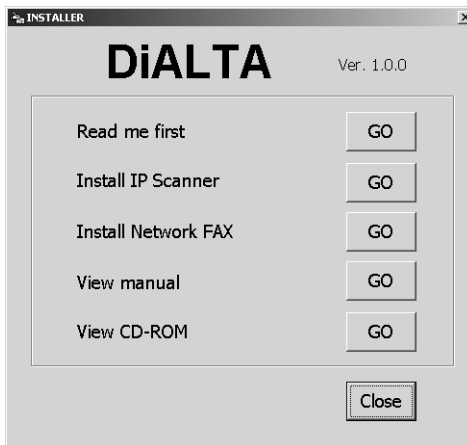
The DiALTA Installer starts up, and the DiALTA Installer dialog box appears.



### Tip

*If the installer does not start up automatically, double-click "My Computer" on the desktop, and then double-click the icon for the CD-ROM drive containing the CD-ROM. Double-click [setup.exe] on the CD-ROM to start up the installer.*

- 2 Click the [GO] button beside **Install IP Scanner**.



### Note

*The dialog boxes that appear may differ depending on the operating system.*

- 3 Check the contents of the dialog box, and then click the [Next] button.



- 4 Check the contents of the dialog box, and then click the [Yes] button.

**Note**

*If you do not agree with the license agreement, IP Scanner cannot be installed.*

*Check the provisions of the agreement, and then click the [Yes] button.*



- 5 Check which folder IP Scanner will be installed into, and then click the [Next] button.



- To change the folder where IP Scanner will be installed, click the [Browse...] button, and then select the desired folder.
  - While specifying settings in the installer dialog boxes, if you choose the wrong setting or want to change a setting, click the [Back] button to return to the previous dialog box and specify the settings as desired.
- 6 Select the folder where IP Scanner will be registered, and then click the [Next] button.



The installation begins.

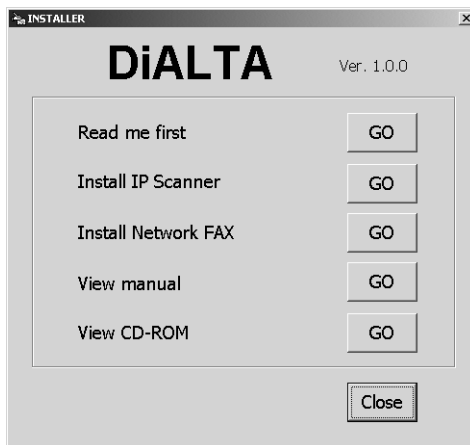
- Click the [Finish] button.



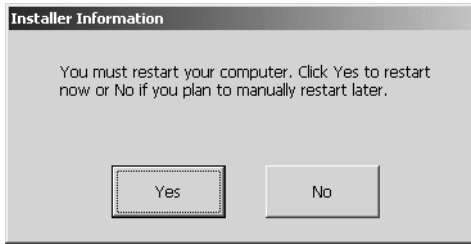
A message may appear, informing you that the computer should be restarted.

Restart the computer to complete the installation.

- In the DiALTA Installer dialog box, click the [Close] button.



## 9 Restart the computer.



- Click the [Yes] button to restart the computer.

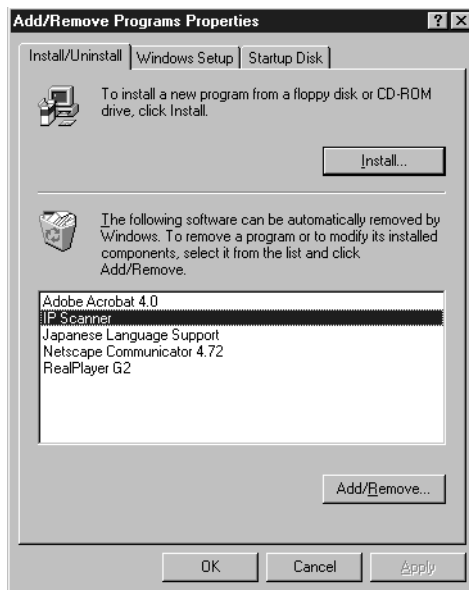
## Uninstalling (Windows Me, 98/95 and NT4.0)



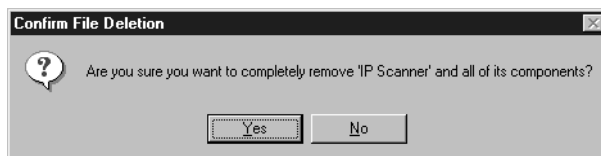
### Note

*Quit Image Receiver before uninstalling IP Scanner.*

- 1 In Windows, click the [Start] button, point to [Settings], and then click [Control Panel] to display the Control Panel window.
- 2 Double-click the [Add or Remove Programs] icon.
- 3 Select "IP Scanner", and then click the [Add/Remove...] button.



- 4 Click the [Yes] button.



- 5 Restart the computer.

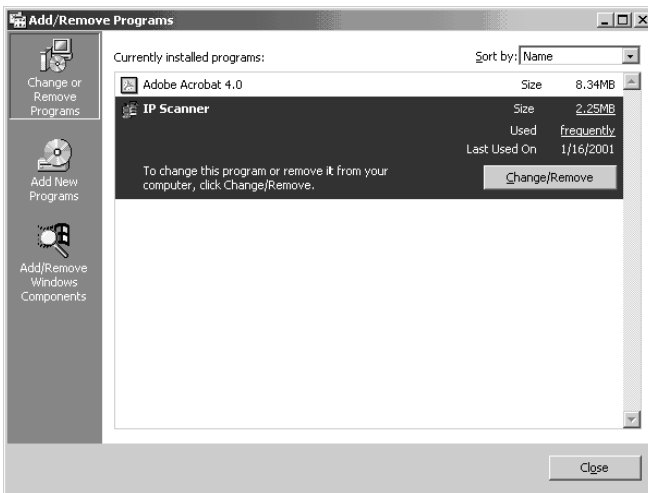
## Uninstalling (Windows XP and 2000)



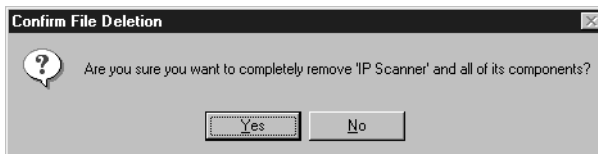
### Note

*Quit Image Receiver before uninstalling IP Scanner.*

- 1 In Windows, click the [Start] button, point to [Settings], and then click [Control Panel] to display the Control Panel window.
- 2 Double-click the [Add/Remove Programs] icon (the [Add or Remove Programs] icon in Windows XP).
- 3 Select “IP Scanner”, and then click the [Change/Remove] button.



- 4 Click the [Yes] button.

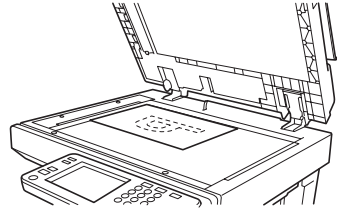
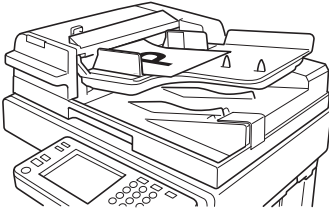


- 5 Restart the computer.

## 4 Performing a Scan to E-Mail Operation

### 4.1 Basic Transmission

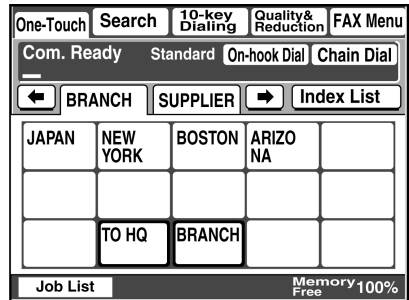
- 1 Position the document(s) to be scanned.



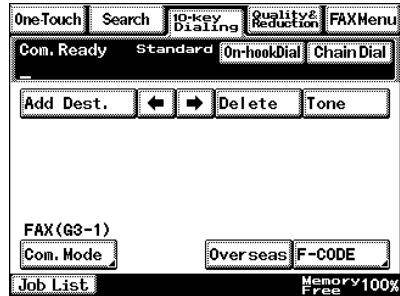
- 2 Press the [Fax/Scan] key.
  - For a copier, press the [Scan] key.

- 3 Touch [10-Key Dialing].  
Specify the recipient in any of the following ways.

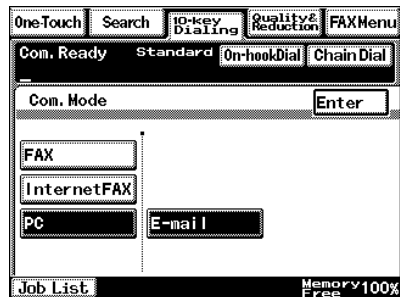
- For a copier, touch [Addr. Input].
- Select a recipient from the list on the One-Touch screen. → Refer to page 4-5.
- Select a recipient by searching for it by name. → Refer to page 4-6.
- Type in the number of the one-touch key for the desired recipient. → Refer to page 4-8.



- 4 Touch [Com. Mode].



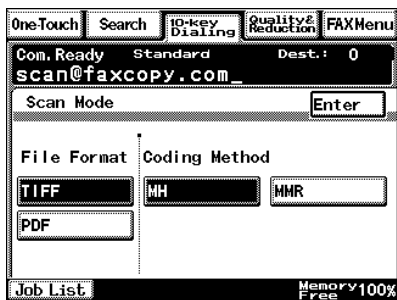
- 5 Touch [PC], then [E-mail], and then touch [Enter].



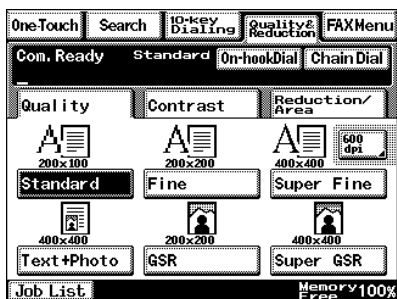
- 6 Type in the e-mail address of the recipient.



- 7 To change the file format or coding method, touch [Scan Mode], and then specify the desired settings.



- 8 Specify the image quality, density and zoom ratio according to the document to be scanned.
- Refer to “*Specifying the Scanning Options*” on page 4-18.



- 9 Press the [Start] key.  
The transmission begins.

If the document is placed on the original glass:

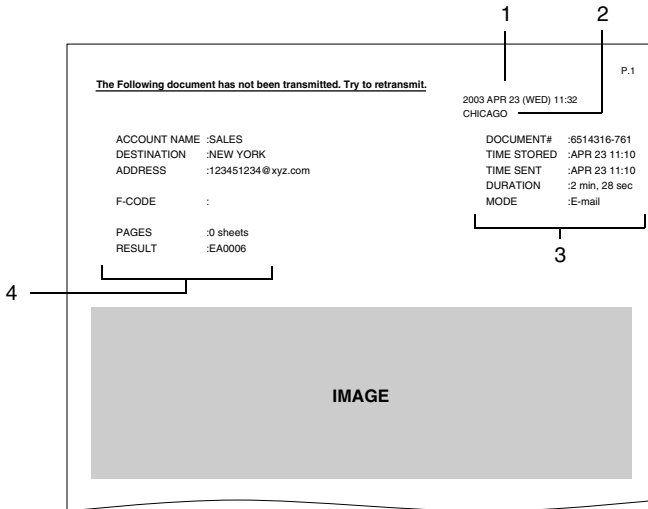
- When scanning multiple document pages, continue scanning by placing each consecutive page on the original glass, then pressing the [Start] key.
- After all pages of the document to be sent are scanned, touch [Scan End], and then press the [Start] key. The transmission begins.

#### If the transmission could not be completed

- The unit will automatically try again (auto redial) up to five more times at one-minute intervals.
- The number of auto redials and the interval can be specified. For details, refer to “*Specifying Transmission Settings*” on page 13-21.
- If the transmission could not be completed after auto redialing, a transmission report is outputted.  
Part of the first page of sent document is copied onto this report.  
If it is not necessary to output the transmission report, change the settings.



For details, refer to “*Specifying Report Output Settings*” on page 13-41.



- 1 Report output date
  - 2 Transmission source name
  - 3 Details of transmission
  - 4 Transmission results
    - INTERR: The transmission was interrupted.
    - F.MEM: The memory is full.
    - NG: The transmission failed.
    - PT.DEL: Part of the transmission failed.
    - Error Code: Refer to “*Transmission Results Error Codes*” on page 15-3.
- You can try again to send documents that could not be transmitted. (maximum of 20 documents)  
To send documents again, touch [Job List], touch [Com.], and then search for documents that could not be sent.  
If [Re-TX] or [Dest. chng] appears in the touch panel, the document can be resent without having to be placed on the original glass.  
Touch [Re-TX] to send the document to the same recipient.  
Touch [Dest. chng] to change the recipient, then send the document.

## 4.2 Selecting a Recipient From the List on the One-Touch Screen



### Note

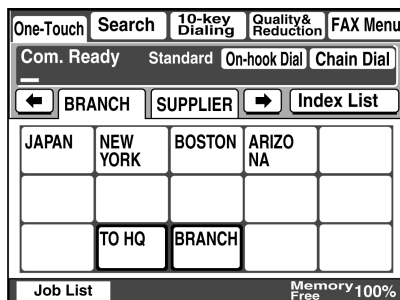
*The recipient must have been registered as a one-touch key in advance.*

- 1 Position the document(s) to be scanned.
- 2 Press the [Fax/Scan] key.
  - For a copier, press the [Scan] key.
- 3 Touch [One-Touch].
- 4 Select an index, and then select a recipient from the one-touch key list that appears.



### Note

*Touch an index tab or touch [←], [→] or [Index List], and then search for the one-touch key of the desired recipient.*



- 5 Press the [Start] key.

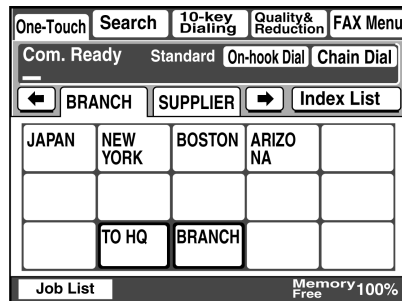
### 4.3 Selecting a Recipient by Searching for It by Name



#### Note

The recipient must have been registered as a one-touch key in advance.

- 1 Position the document(s) to be scanned.
- 2 Press the [Fax/Scan] key.
  - For a copier, press the [Scan] key.
- 3 Touch [Search].

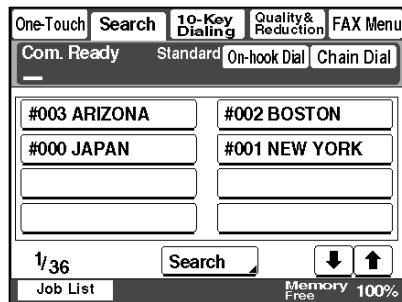


- 4 Touch [Search], type in the search name for the recipient, and then touch [Enter].

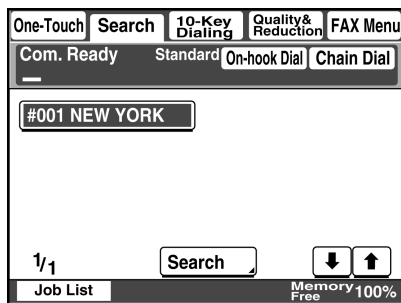


#### Tip

A recipient can also be selected by touching its one-touch key.

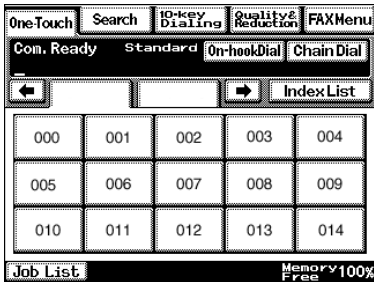


- 5 Select the desired recipient, and then press the [Start] key.

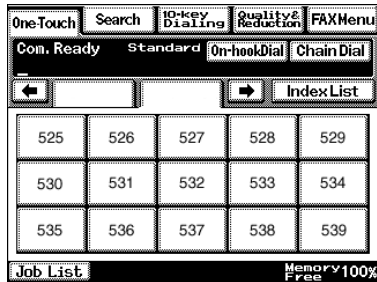


## 4.4 Typing In the Number of the One-Touch Key for the Recipient

A number is specified for each one-touch key, as shown below. Instead of selecting a one-touch key, the number (between 000 and 539) of the one-touch key can be entered in order to specify the recipient.

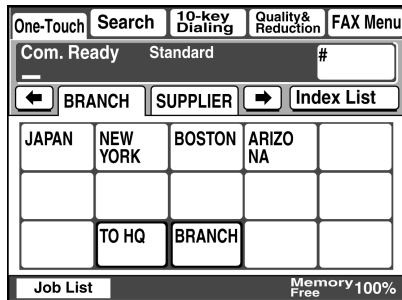


Index 1



Index 36

- 1 Position the document(s) to be scanned.
- 2 Press the [Fax/Scan] key.
  - For a copier, press the [Scan] key.
- 3 Press the [#] key.



- 4 Type in the three-digit number of the one-touch key for the desired recipient.  
The one-touch key of the entered number is highlighted.
- 5 Press the [Start] key.

## 4.5 Registering a Recipient

Registering a recipient in the copier in advance is useful for using a scanning operation. Recipients can be registered from either the copier's control panel or from PageScope Light.

In addition, registered one-touch keys can be searched through more easily if the indexes are used to classify the one-touch keys. There are 36 indexes, and up to 15 one-touch keys can be registered in each index.

The procedure for registering one-touch keys from the copier's control panel is described below.

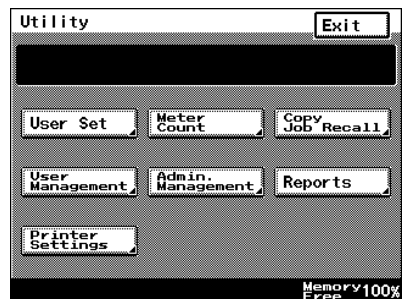
For details on registering one-touch keys using PageScope Light, refer to the PageScope Light User Manual.



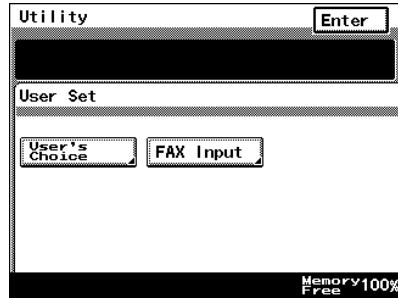
- 1 Index tab
- 2 One-touch keys registered in the selected index

### Registering indexes

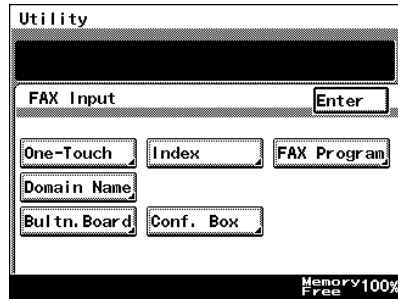
- 1 Press the [Utility] key.
- 2 Touch [User Set].



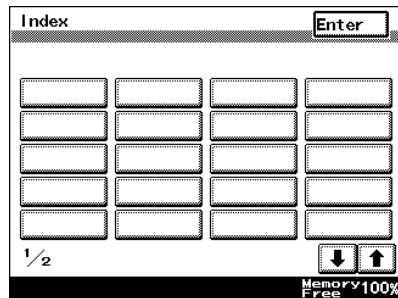
- 3 Touch [Fax Input].
- For a copier, touch [E-mail Input].



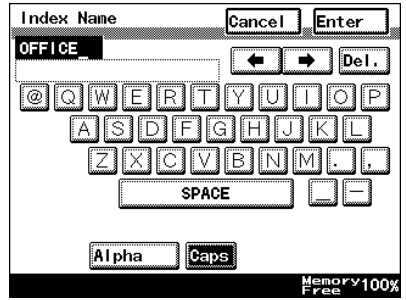
- 4 Touch [Index].



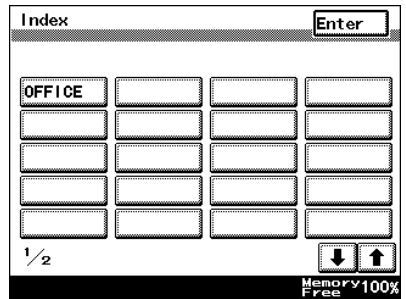
- 5 Touch a key where an index has not yet been registered.



- 6 Type in the name of the index.



- 7 Touch [Enter].



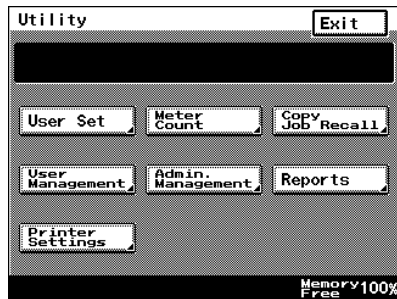


## Registering one-touch keys

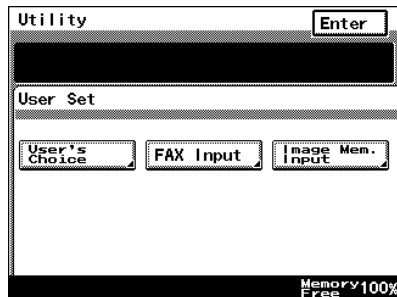
If a recipient is registered with a one-touch key, the recipient's information can be retrieved with just the touch of a button in the copier's touch panel. Registering recipients where data is frequently sent is convenient since it no longer requires the recipient information to be entered each time data is sent.

Up to 540 one-touch keys can be registered. However, the total number of one-touch keys and fax programs (maximum of 30) must not exceed 540.

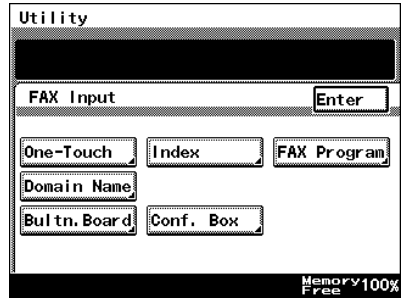
- 1 Press the [Utility] key.
- 2 Touch [User Set].



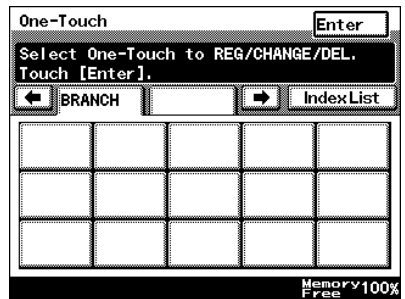
- 3 Touch [Fax Input].
  - For a copier, touch [E-mail Input].



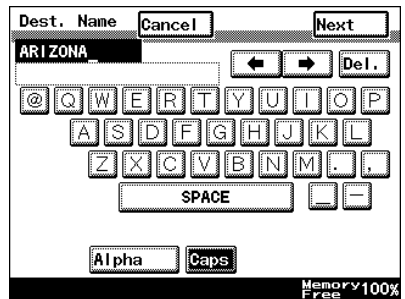
4 Touch [One-Touch].



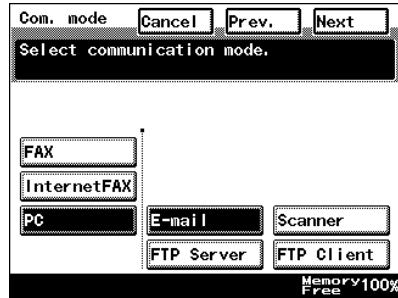
5 Select an index, and then touch a key where nothing has been registered yet.



6 Type in the recipient name that will appear on the one-touch key, and then touch [Next].



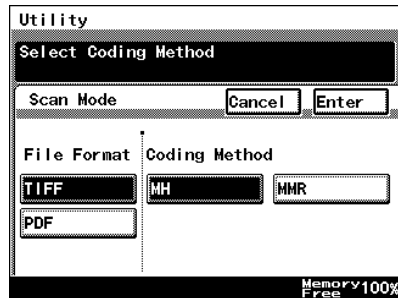
- 7 Touch [PC], then [E-mail], and then touch [Next].



- 8 Type in the e-mail address of the recipient, and then touch [Next].



- To change the file format or coding method, touch [Scan Mode], and then specify the desired settings.



- 9 Check the information to be registered, and then touch [Enter].

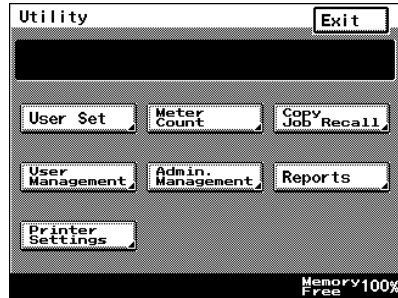
The screenshot shows a registration screen for a one-touch operation. At the top, it displays "One-Touch #002" with "Cancel" and "Enter" buttons. Below this, the name "ARIZONA" is entered in a field, with a "Delete" button to its right. A row of buttons includes "Dest.", "Mode 1", "Mode 2", and "One-Touch". The main area contains three input fields: "Destination Name" with "ARIZONA", "Destination Address" with "scan@faxcopy.com", and "Communication Mode" with "PC(E-mail)". At the bottom right, a status bar indicates "Memory 100% Free".

## 4.6 Changing/Deleting Recipients

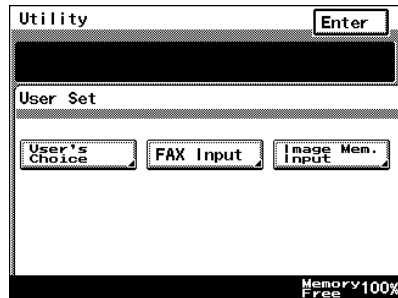
- 1 Press the [Utility] key.
- 2 Touch [User Set].
- 3 Touch [Fax Input].
  - For a copier, touch [E-mail Input].
- 4 Touch [One-Touch].
- 5 Select an index, and then touch the one-touch key that you wish to delete or whose information you wish to change.
- 6 To change the one-touch key information, change the information as desired, and then touch [Enter].
  - To delete the one-touch key, touch [Delete].

## 4.7 Copying a One-Touch Key

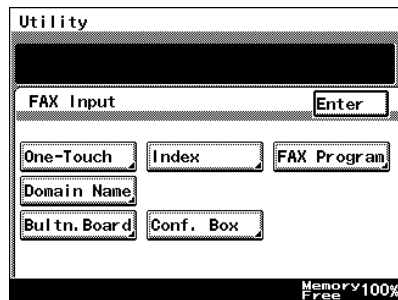
- 1 Press the [Utility] key.
- 2 Touch [User Set].



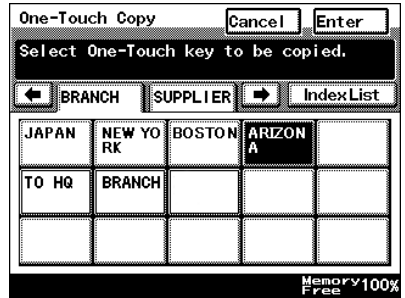
- 3 Touch [Fax Input].
  - For a copier, touch [E-mail Input].



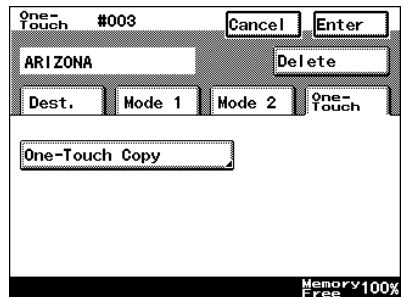
- 4 Touch [One-Touch].



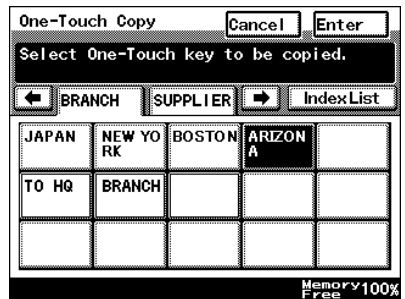
- 5 Select an index, and then touch a key where a recipient has already been registered.



- 6 Touch [One-Touch], and then touch [One-Touch Copy].



- 7 Touch the one-touch key where nothing has been registered yet and where you wish to copy the information to.



- 8 Check that the one-touch key is copied.  
If so, touch [Enter].
- 9 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

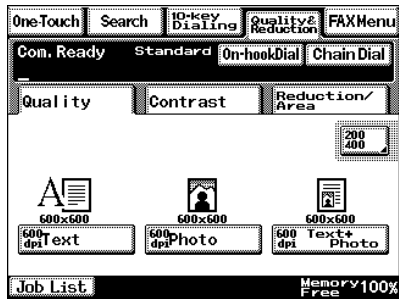
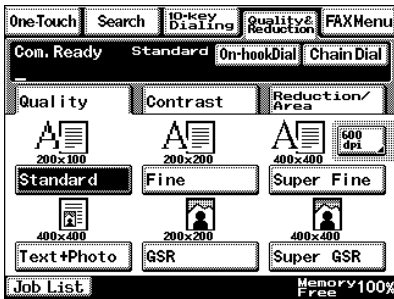
## 4.8 Specifying the Scanning Options

### 4.8.1 Quality & Reduction Screen

#### Quality tab

Select the scanning resolution.

“Standard” (200 × 100 dpi), “Fine” (200 × 200 dpi), “Super Fine” (400 × 400 dpi), “Text+Photo” (400 × 400 dpi), “GSR” (200 × 200 dpi), “Super GSR” (400 × 400 dpi), “600dpi Text” (600 × 600 dpi), “600dpi Photo” (600 × 600 dpi), or “600dpi Photo+Text” (600 × 600 dpi)



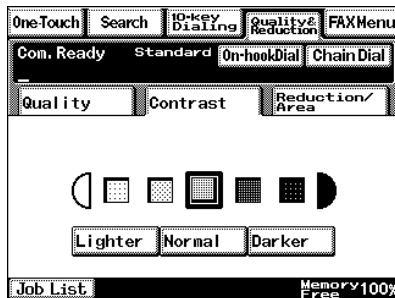
#### Contrast tab

Touch [Lighter], [Normal] or [Darker] to select the desired scanning contrast.

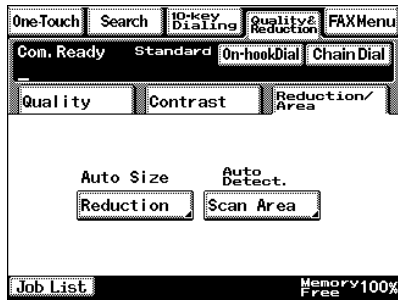


#### Note

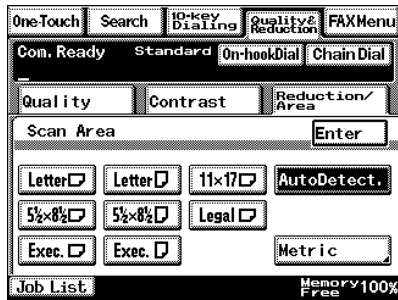
If “600dpi Text” or “600dpi Photo+Text” was selected on the Quality tab, the contrast can only be set to one of three levels: “Lighter”, “Normal” and “Darker”. (The two “Lighter” settings and the two “Darker” settings are each the same contrast level.)



**Reduction/Area tab**



Scan Area:                      Select the scanning size.

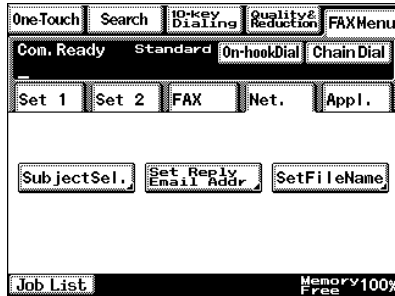




## 4.8.2 FAX Menu Screen

- With a copier, the settings are specified from the Menu screen.

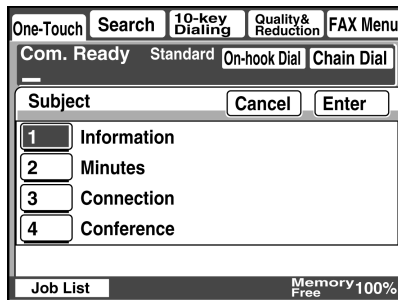
### Network tab



Subject: <Subject text must have been registered in advance.> → Refer to “Scanner Settings screen” on page 3-16.

Select the subject of the e-mail message. If a subject is not specified, the e-mail message is sent with the default subject.

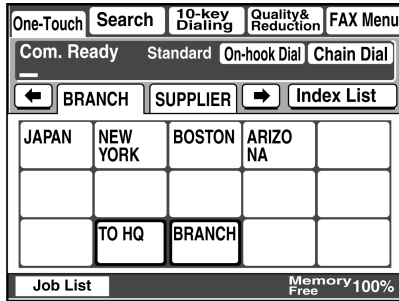
Default subject: [Image File] One-touch\_key\_name, Device\_name, Automatic\_numbering



### Tip

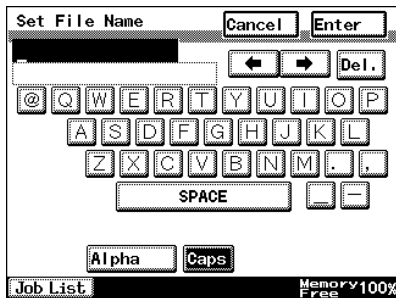
Touch [Cancel] to cancel the setting.

**Reply:** Specify the reply e-mail address. (Select from the list of one-touch keys.) If a reply e-mail address is not specified, the e-mail message is sent with the e-mail address of this unit. For details on specifying the e-mail address of this unit, refer to “SMTP Settings screen” on page 3-11.



**Tip**  
Touch [Cancel] to cancel the setting.

**File Name:** Specify the name of the attached file. If a file name is not specified, the default file name is used.  
Default file name: Device\_name  
Automatic\_numbering\_(date\_and\_time).Extension



**Tip**

*Touch [Cancel] to cancel the setting.*

*An extension (.tif or .pdf) is automatically added to file name.*

*Settings for the “TSI”, “TX Report”, “2in1”, “2-Sided TX”, “Priority TX”, “Timer Set”, and “TX Marker” functions can also be specified. For details, refer to “FAX Menu Screen” on page 8-19.*

## 4.9 Inserting Text Into a Transmission Document

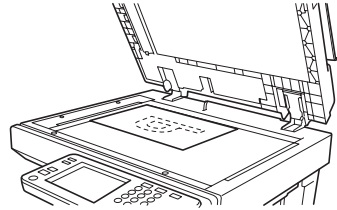
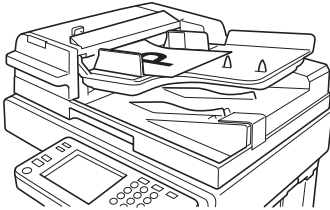
By first setting this function, text (any or a fixed string of characters) is inserted in front of the image data for the Scan to E-mail document before the E-mail is sent. For details on specifying the settings, refer to “Scanner Settings screen” on page 3-16.

FROM: NEWYORK  
Image data has been attached to the e-mail.

## 5 Performing a Scan to Server (FTP) Operation

### 5.1 Basic Transmission

- 1 Position the document(s) to be scanned.



- 2 Press the [Fax/Scan] key.
  - For a copier, press the [Scan] key.

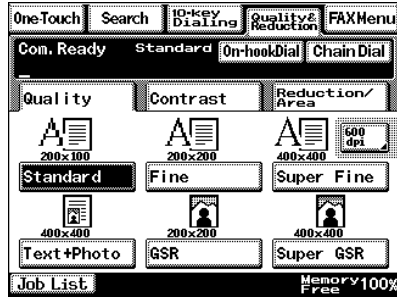
- 3 Select an index, and then select a recipient from the list of one-touch keys. Specify the recipient in any of the following ways.

- Select a recipient by searching for it by name. → Refer to page 4-6.
- Type in the number of the one-touch key for the desired recipient. → Refer to page 4-8.

One-Touch	Search	10-key Dialing	Quality & Reduction	FAX Menu
Com. Ready		Standard	On-hook Dial	Chain Dial
←	BRANCH	SUPPLIER	→	Index List
JAPAN	NEW YORK	BOSTON	ARIZO NA	
	TO HQ	BRANCH		
Job List				Memory 100% Free

- 4 Touch [Quality&Reduction], and then adjust the image quality, density and zoom ratio according to the document to be scanned.

- Refer to “Specifying the Scanning Options” on page 5-8.



- 5 Press the [Start] key.

The transmission begins.

If the document is placed on the original glass:

- When scanning multiple document pages, continue scanning by placing each consecutive page on the original glass, then pressing the [Start] key.
- After all pages of the document to be sent are scanned, touch [Scan End], and then press the [Start] key. The transmission begins.



#### Tip

If the “URL Report” parameter was set to “ON”, a notification of the URL where the image data is saved will be sent by e-mail. Select the setting for the “URL Report” parameter when registering the recipient. (Refer to page 5-3.)

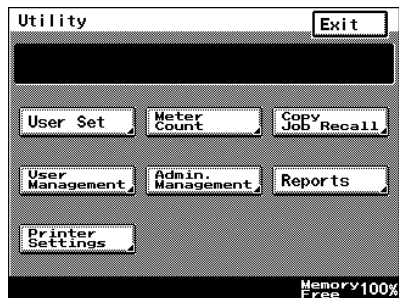
## 5.2 Registering a Recipient



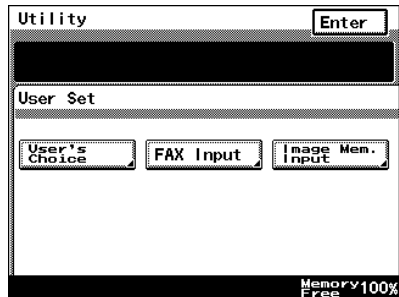
### Note

The FTP site must have been registered in advance. Refer to "Registering an FTP site" on page 3-18.

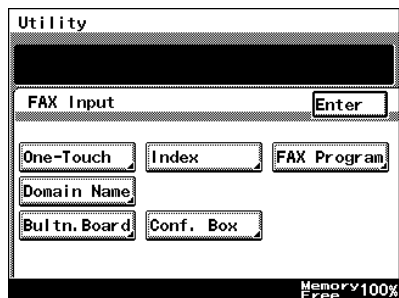
- 1 Press the [Utility] key.
- 2 Touch [User Set].



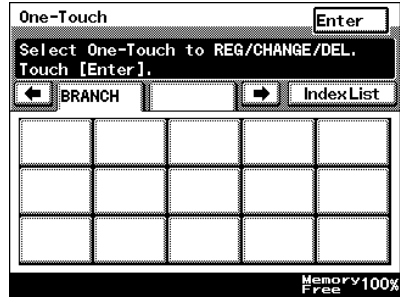
- 3 Touch [FAX Input].
  - For a copier, touch [E-mail Input].



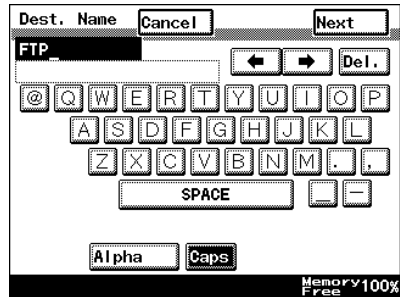
- 4 Touch [One-Touch].



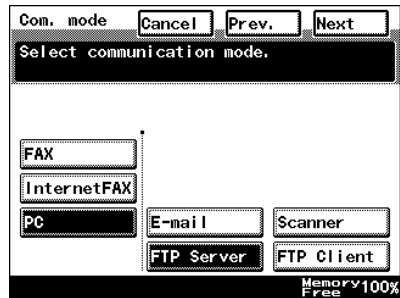
- 5 Select an index, and then touch a key where nothing has been registered yet.



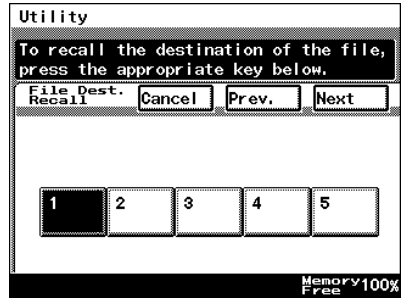
- 6 Type in the recipient name that will appear on the one-touch key, and then touch [Next].



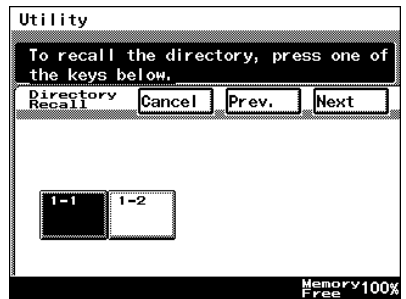
- 7 Touch [PC], then [FTP Server], and then touch [Next].



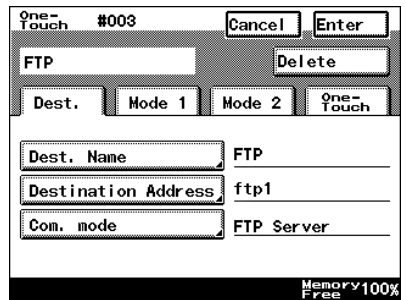
- 8 Touch the button for the FTP site where you wish to send the data, and then touch [Next].



- 9 Touch the button for the directory where you wish to send the data, and then touch [Next].



- 10 Check the information to be registered.





- 11 Touch [Mode1], and then specify the file format and coding method.  
In addition, specify whether a URL Report will be sent. If the “URL Report” parameter was set to “ON”, type in the e-mail address where the notification will be sent.

The screenshot shows a menu titled "One-Touch #003" with "Cancel" and "Enter" buttons. Below the title is an "FTP" section with a "Delete" button. The menu is divided into four columns: "Dest.", "Mode 1", "Mode 2", and "One-Touch". Under "Mode 1", there are three settings: "File Format/Coding Method" set to "TIFF-MH", "Directory" set to "document", and "URL Report" set to "OFF". At the bottom right, it says "Memory 100% Free".

Dest.	Mode 1	Mode 2	One-Touch
	File Format/Coding Method		
	TIFF-MH		
	Directory		
	document		
	URL Report		
	OFF		

- 12 Touch [Enter].

### 5.3 Changing/Deleting Recipients

- 1 Press the [Utility] key.
- 2 Touch [User Set].
- 3 Touch [FAX Input].
  - For a copier, touch [E-mail Input].
- 4 Touch [One-Touch].
- 5 Select an index, and then touch the one-touch key that you wish to delete or whose information you wish to change.
- 6 To change the one-touch key information, change the information as desired, and then touch [Enter].
  - To delete the one-touch key, touch [Delete].

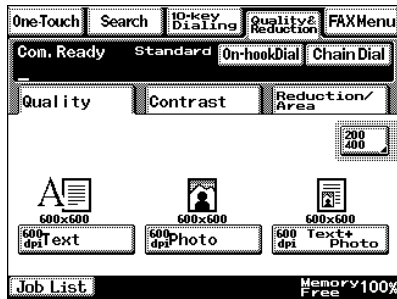
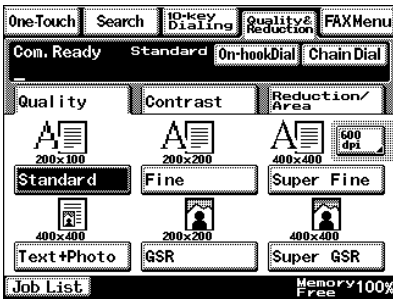
## 5.4 Specifying the Scanning Options

### 5.4.1 Quality & Reduction Screen

#### Quality tab

Select the scanning resolution.

“Standard” (200 × 100 dpi), “Fine” (200 × 200 dpi), “Super Fine” (400 × 400 dpi), “Text+Photo” (400 × 400 dpi), “GSR” (200 × 200 dpi), “Super GSR” (400 × 400 dpi), “600dpi Text” (600 × 600 dpi), “600dpi Photo” (600 × 600 dpi), or “600dpi Photo+Text” (600 × 600 dpi)



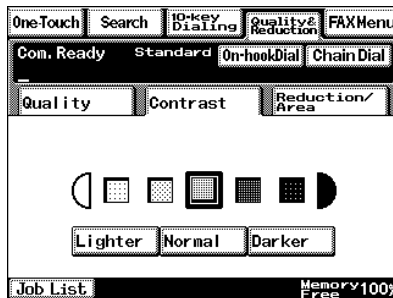
#### Contrast tab

Touch [Lighter], [Normal] or [Darker] to select the desired scanning contrast.

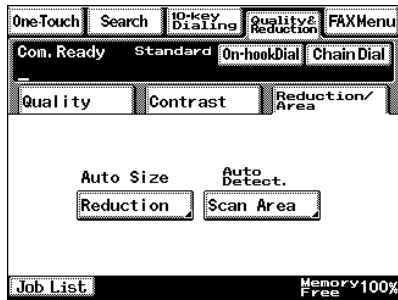


#### Note

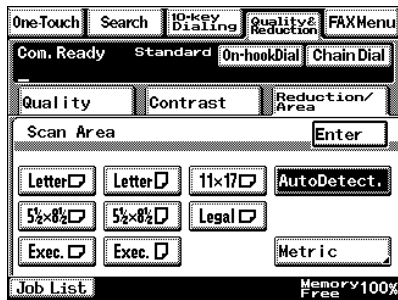
If “600dpi Text” or “600dpi Photo+Text” was selected on the Quality tab, the contrast can only be set to one of three levels: “Lighter”, “Normal” and “Darker”. (The two “Lighter” settings and the two “Darker” settings are each the same contrast level.)



**Reduction/Area tab**



Scan Area:                      Select the scanning size.  
   Select "AutoDetect." or specify a size.

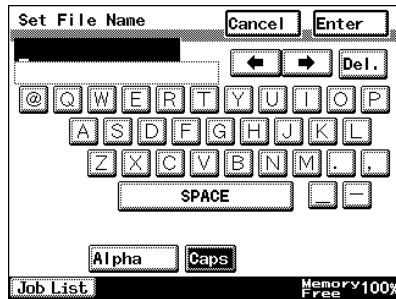


## 5.4.2 FAX Menu Screen

- With a copier, the settings are specified from the Menu screen.

### Network tab

File Name: Specify the name of the attached file. If a file name is not specified, the default file name is used. Default file name: Device\_name Automatic\_numbering\_(date\_and\_time).Extension



### Tip

*Touch [Cancel] to cancel the setting.*

*An extension (.tif or .pdf) is automatically added to file name.*

*Settings for the "TX Report", "2in1", "2-Sided TX", "Priority TX", "Timer Set", and "TX Marker" functions can also be specified. For details, refer to "FAX Menu Screen" on page 8-19.*

## 5.5 URL Report

With this function, a notification of the URL where the scan data is saved can be sent by e-mail. The file is not attached to the e-mail message. However, the location where the scan data is saved can easily be accessed when the receiver of the URL Report e-mail message clicks the URL in the text of the e-mail message.



### Note

*The URL Report e-mail message is sent according to the Scan to E-mail settings. In order to use the "URL Report" function, settings must be specified for the parameters on the SMTP Settings screen. (Refer to page 3-11.)*

<Notification information>

ftp://IP\_address\_of\_FTP\_server/Directory\_name/File\_name



### Tip

*In order to access the FTP server, the user name and password are required.*

*The user name and password are not included in the notification e-mail message.*



## 6 Performing a Scan to PC (FTP) Operation

### 6.1 Basic Transmission



#### Note

The FTP server application must be running on the client computers.

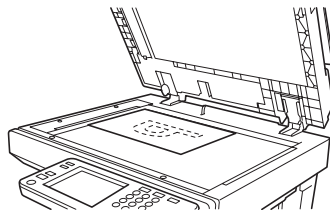
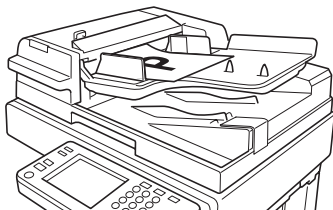
With the Scan to PC (FTP client) operation, the following settings are used and data is sent by FTP.

If necessary, specify the following settings from the FTP server application on the computer at the receiving end.

Login: anonymous

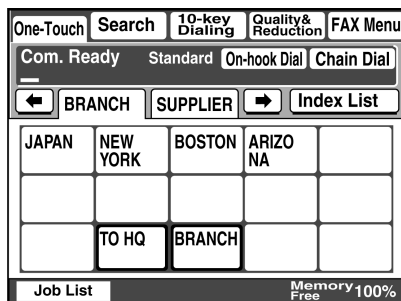
Password: E-mail address of this machine

- 1 Position the document(s) to be scanned.



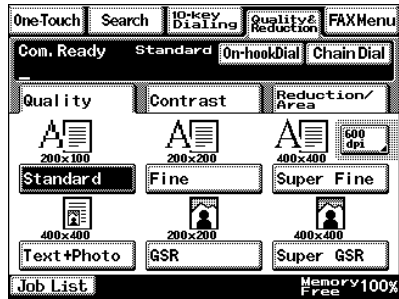
- 2 Press the [Fax/Scan] key.
  - For a copier, press the [Scan] key.

- 3 Select an index, and then select a recipient from the list of one-touch keys. Specify the recipient in any of the following ways.
  - Select a recipient by searching for it by name. → Refer to page 4-6.
  - Type in the number of the one-touch key for the desired recipient. → Refer to page 4-8.





- 4 Touch [Quality/Reduction], and then adjust the image quality, density and zoom ratio according to the document to be scanned.
- Refer to “*Specifying the Scanning Options*” on page 6-7.



- 5 Press the [Start] key.

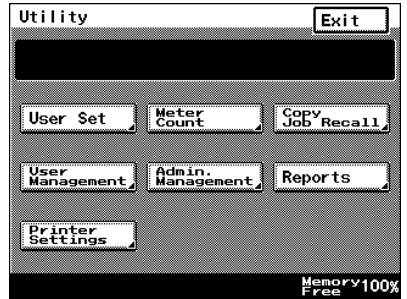
The transmission begins.

If the document is placed on the original glass:

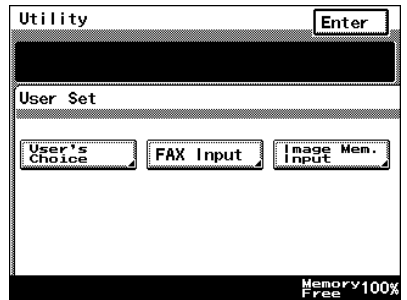
- When scanning multiple document pages, continue scanning by placing each consecutive page on the original glass, then pressing the [Start] key.
- After all pages of the document to be sent are scanned, touch [Scan End], and then press the [Start] key. The transmission begins.

## 6.2 Registering a Recipient

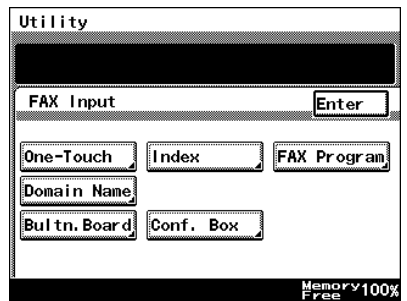
- 1 Press the [Utility] key.
- 2 Touch [User Set].



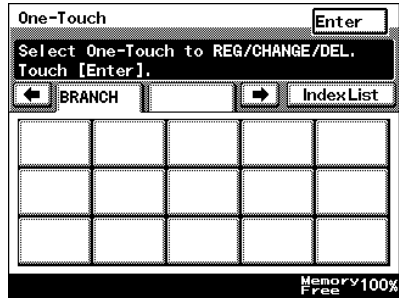
- 3 Touch [FAX Input].
  - For a copier, touch [E-mail Input].



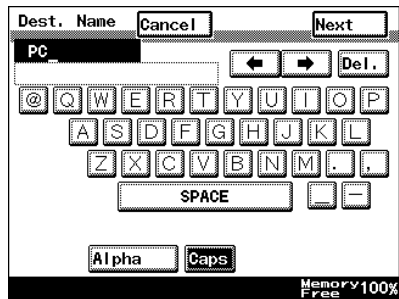
- 4 Touch [One-Touch].



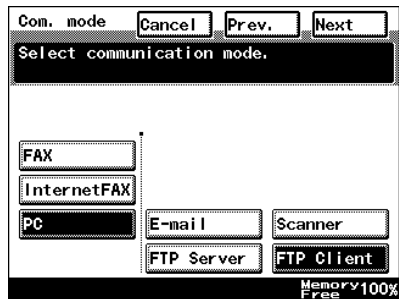
- 5 Select an index, and then touch a key where nothing has been registered yet.



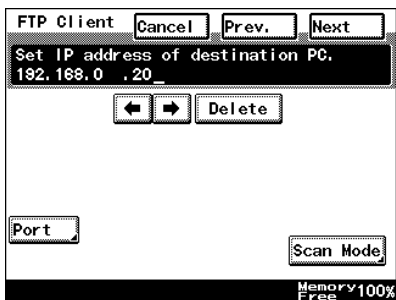
- 6 Type in the recipient name that will appear on the one-touch key, and then touch [Next].



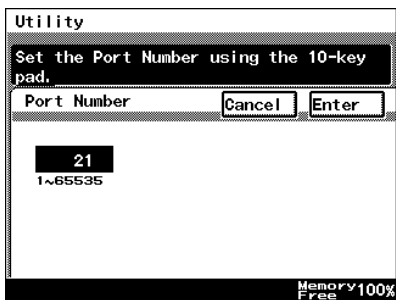
- 7 Touch [PC], then [FTP Client], and then touch [Next].



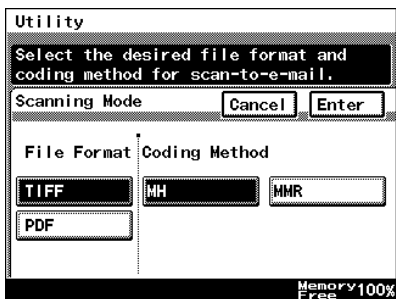
- 8 Type in the IP address of the computer that the data will be sent to, and then touch [Next].



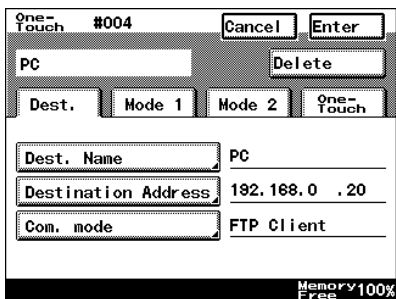
- To change the port number, touch [Port], and then specify the desired setting.



- To change the file format or coding method, touch [Scan Mode], and then specify the desired settings.



- 9 Check the information to be registered, and then touch [Enter].



### 6.3 Changing/Deleting Recipients

- 1 Press the [Utility] key.
- 2 Touch [User Set].
- 3 Touch [FAX Input].
  - For a copier, touch [E-mail Input].
- 4 Touch [One-Touch].
- 5 Select an index, and then touch the one-touch key that you wish to delete or whose information you wish to change.
- 6 To change the one-touch key information, change the information as desired, and then touch [Enter].
  - To delete the one-touch key, touch [Delete].

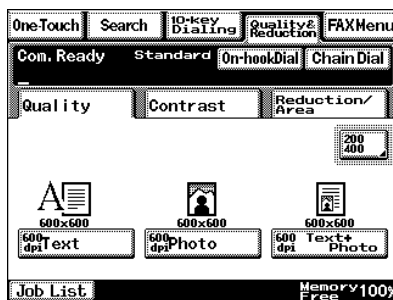
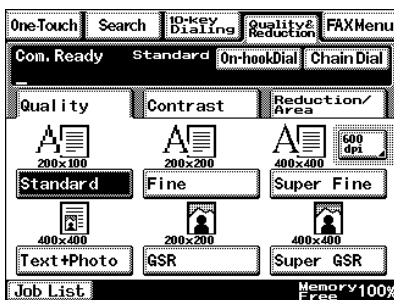
## 6.4 Specifying the Scanning Options

### 6.4.1 Quality/Reduction Screen

#### Quality tab

Select the scanning resolution.

“Standard” (200 × 100 dpi), “Fine” (200 × 200 dpi), “Super Fine” (400 × 400 dpi), “Text+Photo” (400 × 400 dpi), “GSR” (200 × 200 dpi), “Super GSR” (400 × 400 dpi), “600dpi Text” (600 × 600 dpi), “600dpi Photo” (600 × 600 dpi), or “600dpi Photo+Text” (600 × 600 dpi)



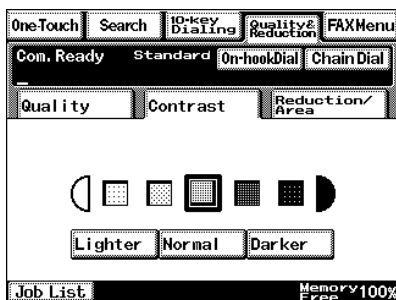
#### Contrast tab

Touch [Lighter], [Normal] or [Darker] to select the desired scanning contrast.

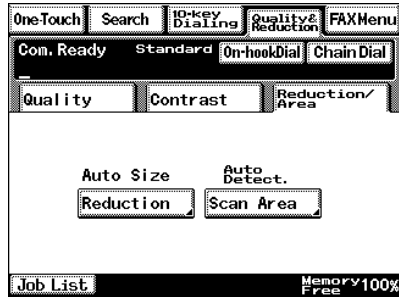


#### Note

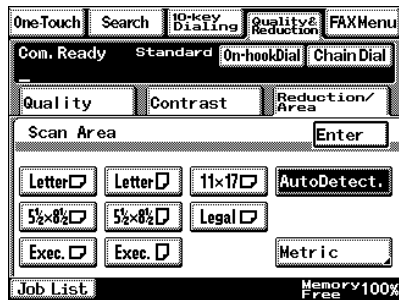
If “600dpi Text” or “600dpi Photo+Text” was selected on the Quality tab, the contrast can only be set to one of three levels: “Lighter”, “Normal” and “Darker”. (The two “Lighter” settings and the two “Darker” settings are each the same contrast level.)



## Reduction/Area tab



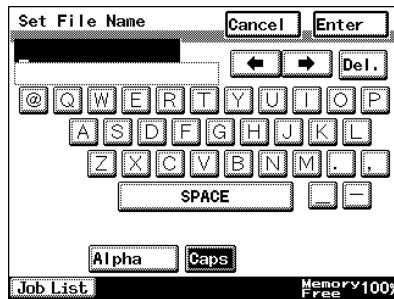
Scan Area: Select the scanning size.  
Select "AutoDetect." or specify a size.



## 6.4.2 FAX Menu Screen

- With a copier, the settings are specified from the Menu screen.

File Name: Specify the name of the attached file. If a file name is not specified, the default file name is used.  
Default file name: Device\_name  
Automatic\_numbering\_(date\_and\_time).Extension



### Tip

Touch [Cancel] to cancel the setting.

An extension (.tif or .pdf) is automatically added to file name.

Settings for the "TX Report", "2in1", "2-Sided TX", "Priority TX", "Timer Set", and "TX Marker" functions can also be specified. For details, refer to "FAX Menu Screen" on page 8-19.

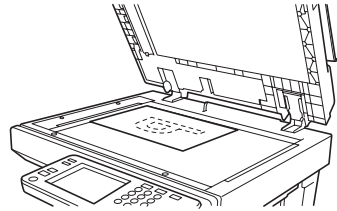
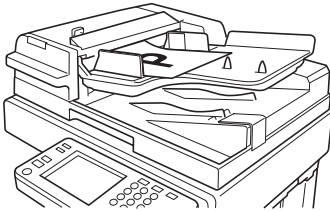




## 7 Performing a Scan to HDD Operation

### 7.1 Basic Transmission

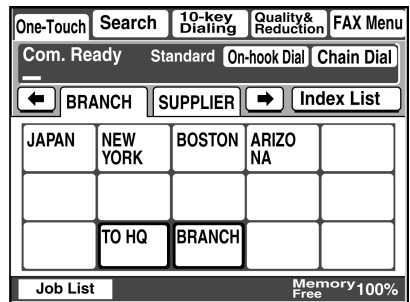
- 1 Position the document(s) to be scanned.



- 2 Press the [Fax/Scan] key.
  - For a copier, press the [Scan] key.

- 3 Select an index, and then select a recipient from the list of one-touch keys. Specify the recipient in any of the following ways.

- Select a recipient by searching for it by name. → Refer to page 4-6.
- Type in the number of the one-touch key for the desired recipient. → Refer to page 4-8.



- 4 Touch [Quality&Reduction], and then adjust the image quality, density and zoom ratio according to the document to be scanned.
  - Refer to “*Specifying the Scanning Options*” on page 7-7.

- 5 Press the [Start] key.

The transmission begins.

If the document is placed on the original glass:

- When scanning multiple document pages, continue scanning by placing each consecutive page on the original glass, then pressing the [Start] key.

- After all pages of the document to be sent are scanned, touch [Scan End], and then press the [Start] key. The transmission begins.



### Tip

If the "URL Report" parameter was set to "ON", a notification of the URL where the image data is saved will be sent by e-mail. Select the setting for the "URL Report" parameter when registering the recipient. (Refer to page 7-2.)

## 7.2 Registering a Recipient



### Note

A mail box must have been created in advance using PageScope Light.

A maximum of 115 mail boxes can be created.

### Creating a mail box (PageScope Light)

The following parameters can be set from the Create Mail Box page of PageScope Light.

The screenshot shows a web browser window titled "Minolta PageScope Light for D3510F - Microsoft Internet Explorer". The page displays the "Create Mail Box" form. At the top, there is a navigation bar with buttons for "System", "Job List", "File", "Print", and "Scan". Below this, the "Create Mail Box" section contains three input fields: "Mail Box Name", "Password", and "Retype Password". There are "Create" and "Cancel" buttons at the bottom right of the form. The page also shows a "Log-in" button and a "System" status indicator.

Mail Box Name: Type in the name of the mail box.  
(12 characters or less)

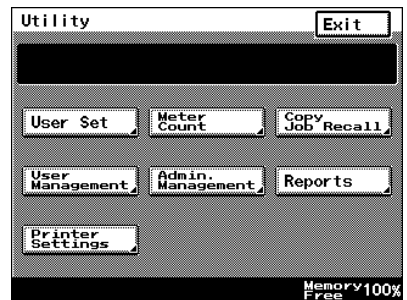
Password: Type in the password.  
(64 characters or less)

Retype Password: Type in the password again.

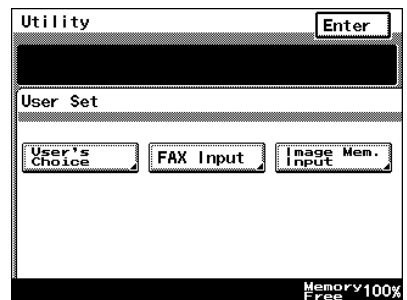
- 1 Start up PageScope Light.
  - Refer to *“Using PageScope Light”* on page 3-25.
- 2 Click [Mail Box] in the menu on the [File] tab.
- 3 Click the [Create] button.
- 4 Type in the name of the mail box and the password, and then click the [Create] button.

After using PageScope Light to create the mail box, register the recipient.

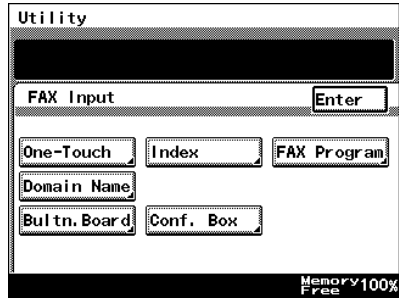
- 1 Press the [Utility] key.
- 2 Touch [User Set].



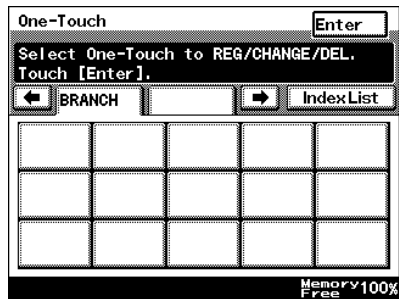
- 3 Touch [FAX Input].
  - For a copier, touch [E-mail Input].



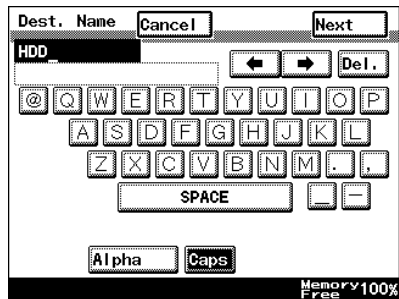
## 4 Touch [One-Touch].



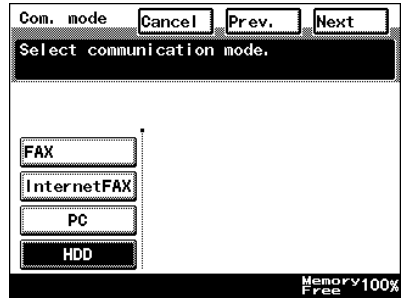
## 5 Select an index, and then touch a key where nothing has been registered yet.



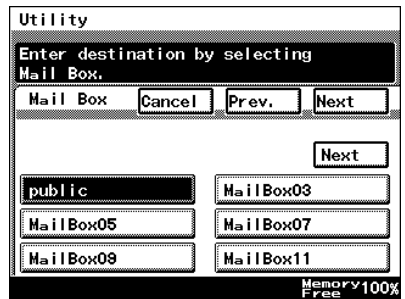
## 6 Type in the recipient name that will appear on the one-touch key, and then touch [Next].



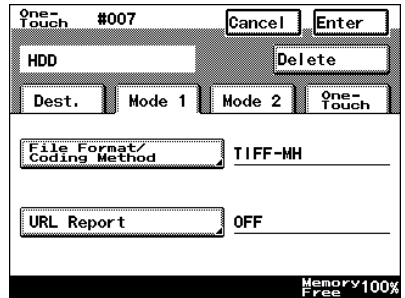
- 7 Touch [HDD], and then touch [Next].



- 8 Select the user box where you wish to send the data, and then touch [Next].



- 9 Touch [Mode1], and then specify the file format and coding method.
  - In addition, specify whether a URL Report will be sent. If the "URL Report" parameter was set to "ON", type in the e-mail address where the notification will be sent.



- 10 Check the information to be registered, and then touch [Enter].

The screenshot shows a menu for One-Touch registration. At the top, it says "One-Touch #007" with "Cancel" and "Enter" buttons. Below that, "HDD" is displayed with a "Delete" button. A navigation bar contains "Dest.", "Mode 1", "Mode 2", and "One-Touch". The main area has three input fields: "Dest. Name" with "HDD", "Destination Address" with "public", and "Com. mode" with "HDD". A status bar at the bottom right indicates "Memory 100% Free".

## 7.3 Changing/Deleting Recipients

- 1 Press the [Utility] key.
- 2 Touch [User Set].
- 3 Touch [FAX Input].
  - For a copier, touch [E-mail Input].
- 4 Touch [One-Touch].
- 5 Select an index, and then touch the one-touch key that you wish to delete or whose information you wish to change.
- 6 To change the one-touch key information, change the information as desired, and then touch [Enter].
  - To delete the one-touch key, touch [Delete].

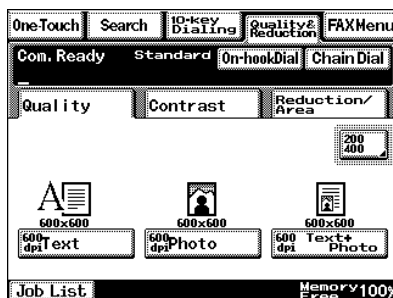
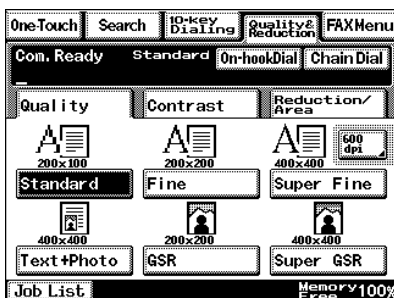
## 7.4 Specifying the Scanning Options

### 7.4.1 [Quality&Reduction Screen]

#### Quality tab

Select the scanning resolution.

“Standard” (200 × 100 dpi), “Fine” (200 × 200 dpi), “Super Fine” (400 × 400 dpi), “Text+Photo” (400 × 400 dpi), “GSR” (200 × 200 dpi), “Super GSR” (400 × 400 dpi), “600dpi Text” (600 × 600 dpi), “600dpi Photo” (600 × 600 dpi), or “600dpi Photo+Text” (600 × 600 dpi)



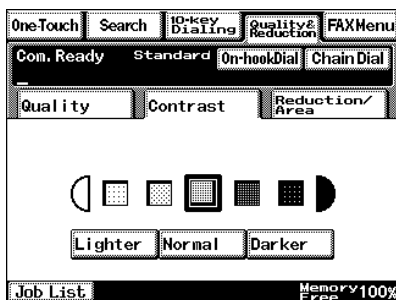
#### Contrast tab

Touch [Lighter], [Normal] or [Darker] to select the desired scanning contrast.



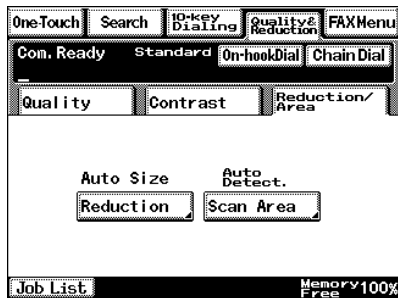
#### Note

If “600dpi Text” or “600dpi Photo+Text” was selected on the Quality tab, the contrast can only be set to one of three levels: “Lighter”, “Normal” and “Darker”. (The two “Lighter” settings and the two “Darker” settings are each the same contrast level.)

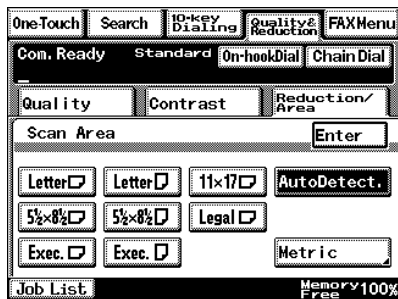




## Reduction/Area tab



Scan Area: Select the scanning size.  
 "Auto Size" or "No Reduction"

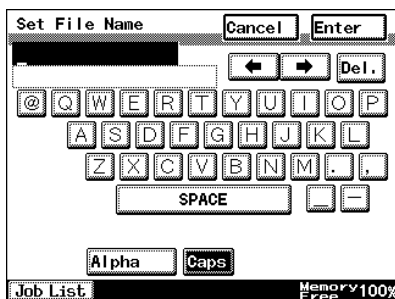


## 7.4.2 FAX Menu Screen

- With a copier, the settings are specified from the Menu screen.

### Network tab

File Name: Specify the name of the attached file. If a file name is not specified, the default file name is used.  
 Default file name: Device\_name  
 Automatic\_numbering\_(date\_and\_time).  
 Extension



### Tip

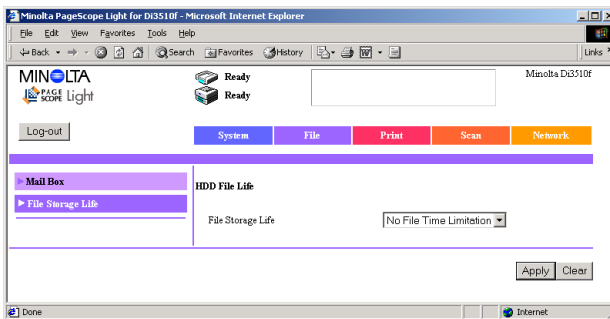
To cancel the setting, touch [Cancel]. The extension (.tif or .pdf) is automatically added to the file name.

Settings for the “TX Report”, “2in1”, “2-Sided TX”, “Priority TX”, “Timer Set”, and “TX Marker” functions can also be specified. For details, refer to “FAX Menu Screen” on page 8-19.

### 7.4.3 Specifying the File Storage Life

The length of time that files are saved on the hard disk can be specified.

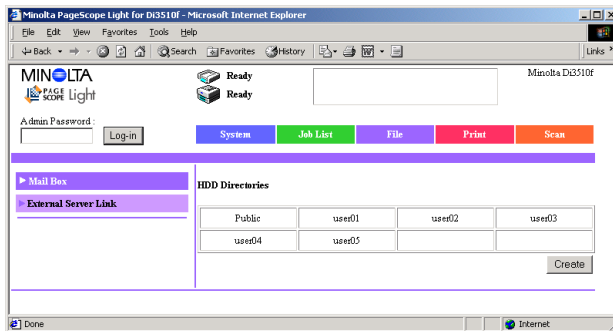
- 1 Start up PageScope Light.
  - Refer to “Using PageScope Light” on page 3-25.
- 2 Log into PageScope Light in Administrator mode.
- 3 Click [File Storage Life] in the menu on the [File] tab.
- 4 Specify the length of time that files are saved on the hard disk, and then click the [Apply] button.



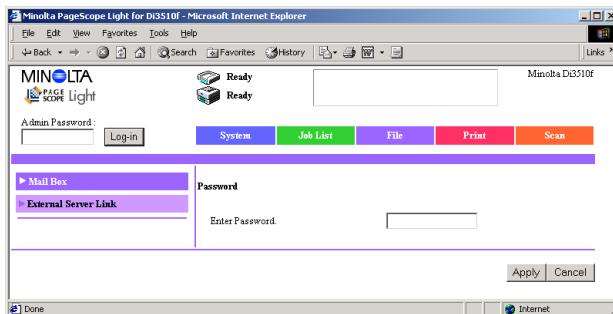
## 7.5 Retrieving Scan Data Using PageScope Light

Scan data saved on the copier's hard disk can be retrieved using PageScope Light.

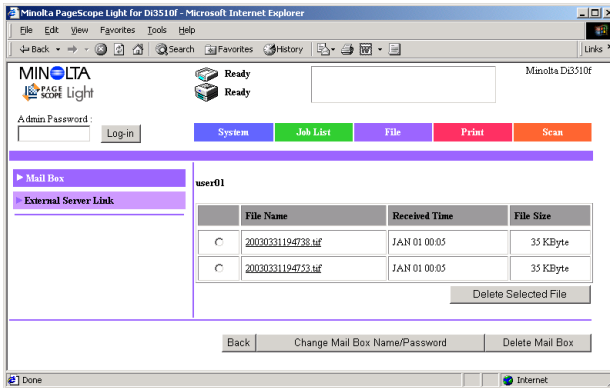
- 1 Start up PageScope Light.
  - Refer to *"Using PageScope Light"* on page 3-25.
- 2 Click [Mail Box] in the menu on the [File] tab.
- 3 From the HDD Directories list, click the mail box containing the file that you wish to retrieve.



- 4 Type in the password for the mail box, and then click the [Apply] button.



- 5 Click the name of the file to download the file to the computer. (The dialog box for downloading files appears.)



## 7.6 URL Report

With this function, a notification of the URL where the scan data is saved can be sent by e-mail. The file is not attached to the e-mail message. However, the location where the scan data is saved can easily be accessed when the receiver of the URL Report e-mail message clicks the URL in the text of the e-mail message.



### Note

*The URL Report e-mail message is sent according to the Scan to E-mail settings. In order to use the "URL Report" function, settings must be specified for the parameters on the SMTP Settings screen. (Refer to page 3-11.)*

<Notification information>

Controller\_IP\_address/Mail\_box\_name/File\_name



### Tip

*The password is required in order to access the mail box.*

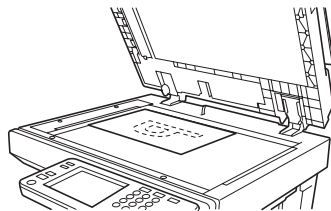
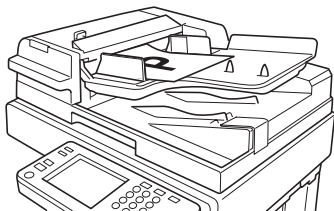
*The password is not included in the notification e-mail message.*



## 8 Performing an Internet Fax/IP Address FAX Operation

### 8.1 Basic Transmission

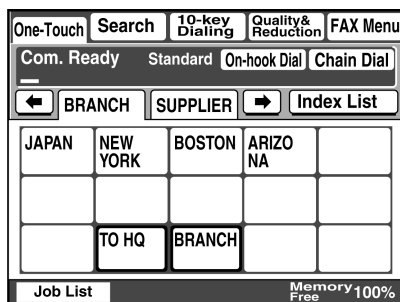
- 1 Position the document(s) to be faxed.



- 2 Press the [Fax/Scan] key.
  - For a copier, press the [Scan] key.

- 3 Touch [10-Key Dialing].  
Specify the recipient in any of the following ways.

- For a copier, touch [Addr. Input].
- Select a recipient from the list on the One-Touch screen. → Refer to page 4-5.
- Select a recipient by searching for it by name. → Refer to page 4-6.
- Type in the number of the one-touch key for the desired recipient. → Refer to page 4-8.
- Select a fax program → Refer to page 8-4.

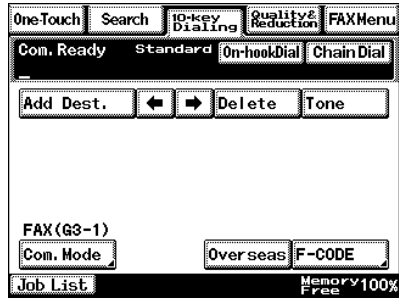


#### Note

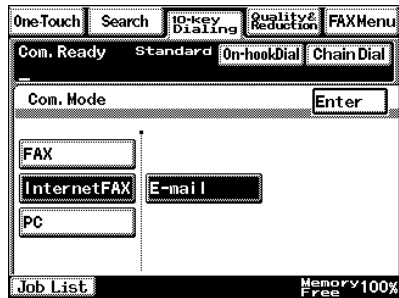
An IP address cannot be specified from the 10-Key Dialing screen. In order to perform an IP address fax operation, register the IP address in a one-touch key.



- 4 Touch [Com. Mode].



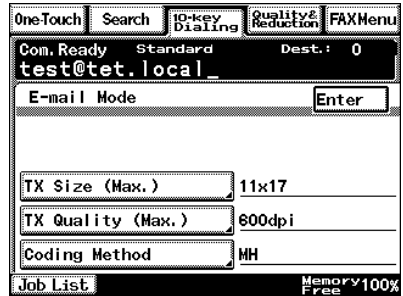
- 5 Touch [InternetFAX], then [E-mail], and then touch [Enter].



- 6 Type in the e-mail address of the recipient.



- 7 To change the transmission size (maximum), transmission resolution (maximum) or coding method, touch [E-mail Mode], and then specify the desired settings.



- 8 Specify the image quality, density and zoom ratio according to the document to be scanned.
  - Refer to "Specifying the Scanning Options" on page 8-16.
- 9 Press the [Start] key.

The transmission begins.

If the document is placed on the original glass:

- When scanning multiple document pages, continue scanning by placing each consecutive page on the original glass, then pressing the [Start] key.
- After all pages of the document to be sent are scanned, touch [Scan End], and then press the [Start] key. The transmission begins.

## 8.2 Selecting a Fax Program

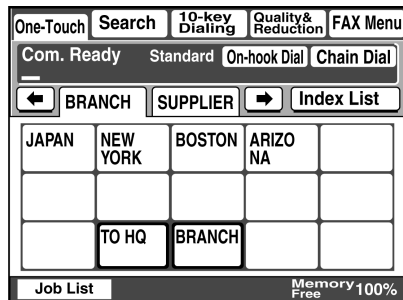


### Note

The recipient and transmission settings must have been registered as a fax program in advance. Refer to “Registering as a Fax Program” on page 8-11.

The data can be transmitted to multiple recipients if they are all registered in the fax program, or the data can be transmitted at a specific time if the transmission time is specified.

- 1 Position the document(s) to be faxed.
- 2 Press the [Fax/Scan] key.
  - For a copier, press the [Scan] key.
- 3 Touch [One-Touch].



- 4 Select an index, and then select a fax program from the one-touch key list that appears.



### Tip

The keys registered with fax programs have a frame around them.

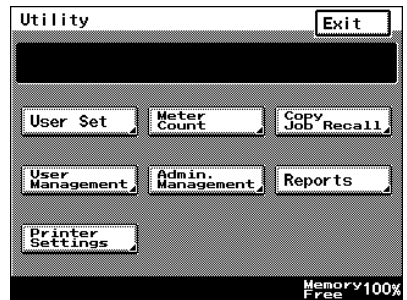
- 5 Press the [Start] key.

## 8.3 Registering a Recipient

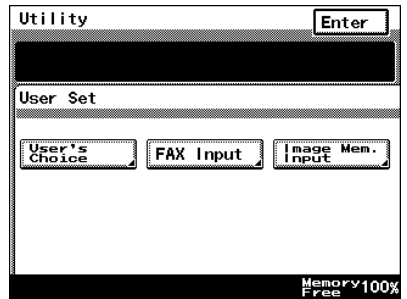
### 8.3.1 Registering as a One-Touch Key

For an Internet fax

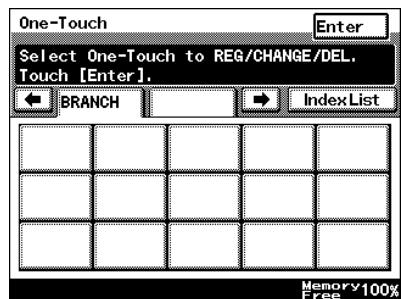
- 1 Press the [Utility] key.
- 2 Touch [User Set].



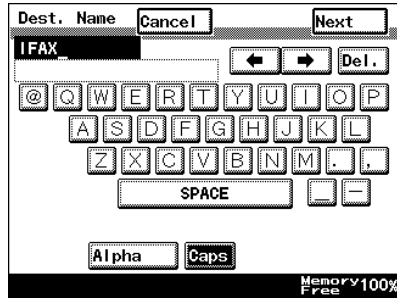
- 3 Touch [FAX Input].
  - For a copier, touch [E-mail Input].



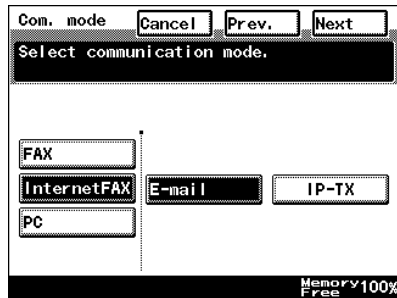
- 4 Select an index, and then touch a key where nothing has been registered yet.



- 5 Type in the recipient name that will appear on the one-touch key, and then touch [Next].



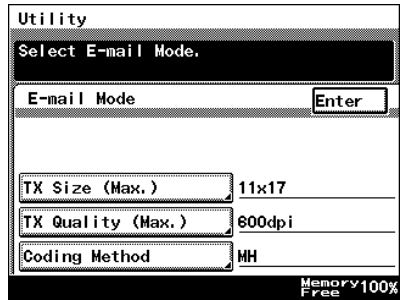
- 6 If the one-touch key will be used with Internet fax transmissions, touch [InternetFAX], then [E-mail], and then touch [Next].



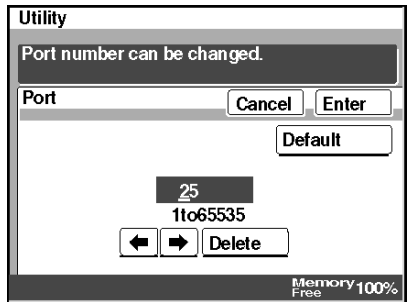
- 7 If the one-touch key will be used with Internet fax transmissions, type in the e-mail address of the recipient, and then touch [Next].



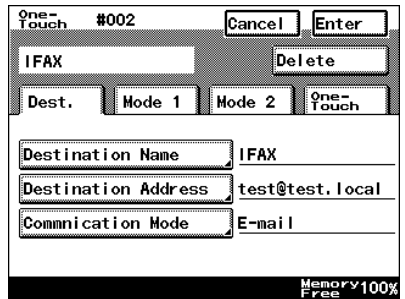
- To change the file format or coding method, touch [E-mail Mode], and then specify the desired settings.



- To change the port number, touch [Port], and then specify the desired setting.

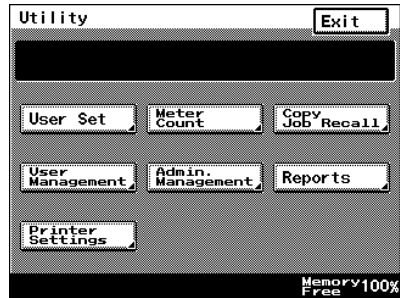


- 8 Check the information to be registered, and then touch [Enter].

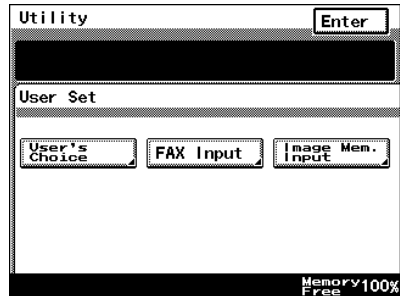


**For an IP address fax**

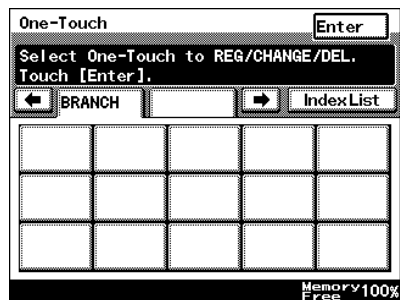
- 1 Press the [Utility] key.
- 2 Touch [User Set].



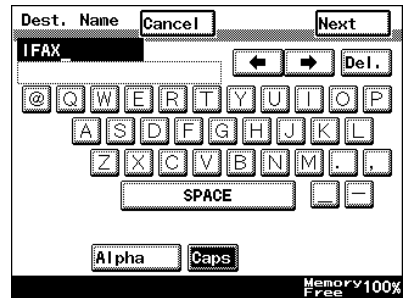
- 3 Touch [FAX Input].
  - For a copier, touch [E-mail Input].



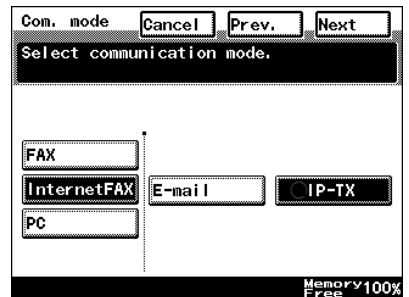
- 4 Select an index, and then touch a key where nothing has been registered yet.



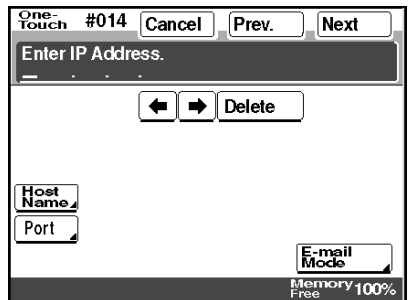
- 5 Type in the recipient name that will appear on the one-touch key, and then touch [Next].



- 6 If the one-touch key will be used with IP address fax transmissions, touch [InternetFAX], then [IP-TX], and then touch [Next].

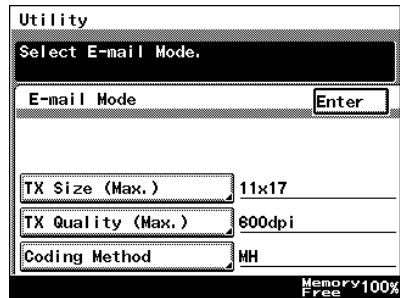


- 7 Type in the IP address, and then touch [Next].
- To specify the recipient by its host name, touch [Host Name]. In order to specify the recipient by its host name, the DNS setting must first be specified. Refer to "DNS Settings screen" on page 3-9.

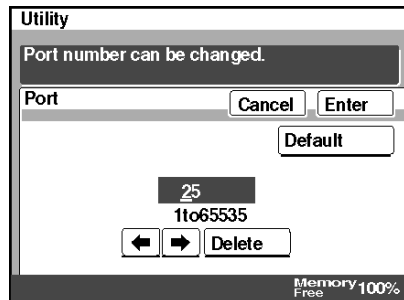




- To change the file format or coding method, touch [E-mail Mode], and then specify the desired settings.



- To change the port number, touch [Port], and then specify the desired setting.



- 8 Check the information to be registered, and then touch [Enter].

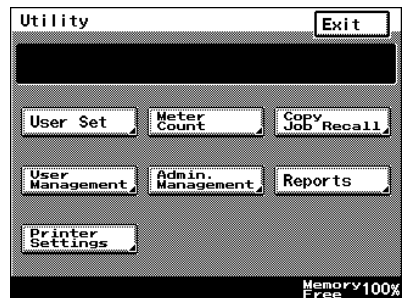
### 8.3.2 Registering as a Fax Program

Settings that can be registered

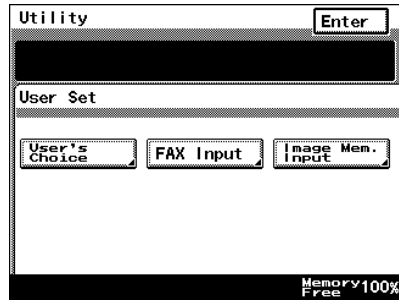
- The following transmission functions and settings can be registered together with the recipient information.  
The image quality, contrast and reduction settings in addition to settings for the “priority transmission”, “timer transmission”, “TSI”, “destination insertion”, “transmission report”, “2in1 transmission”, “2-sided transmission”, “rotation transmission” and “TX marker (optional)”, “subject”, “reply”, and “file name” functions can be registered with the fax program.
- With an Internet fax feature, the “Real-Time”, “Password TX” and “Remote Copy” functions cannot be used. Even if settings are specified, they will not be applied.
- With Internet faxing, polling reception or batch transmission cannot be used.
- Since Internet faxing can operate with telephone fax functions in a completely different environment, there are particular limitations.  
Refer to “Precautions” on page 1-2.

Up to 30 fax programs can be registered. However, the total number of one-touch keys and fax programs must not exceed 540.

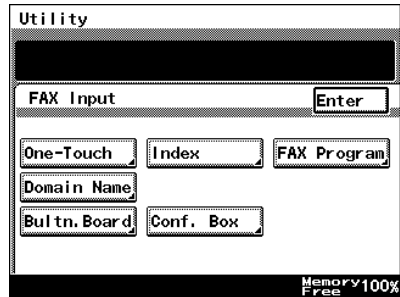
- 1 Press the [Utility] key.
- 2 Touch [User Set].



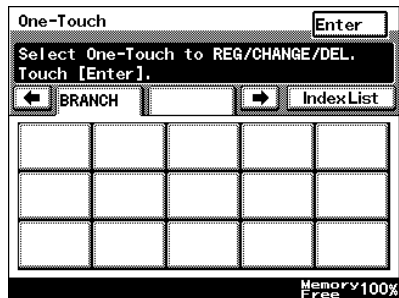
- 3 Touch [FAX Input].
- For a copier, touch [E-mail Input].



- 4 Touch [Fax Program].
- For a copier, touch [Mail Program].



- 5 Select an index, and then touch a key where nothing has been registered yet.



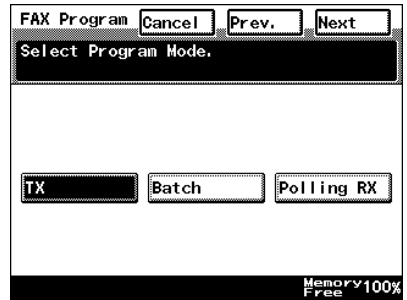
- 6 Type in the recipient name that will appear on the fax program key, and then touch [Next].
- 7 Type in the search name (or abbreviation) for the recipient, and then touch [Next].

- 8 Select [TX] for the mode, and then touch [Next].



**Note**

*If [Batch] or [Polling RX] is selected, the recipient of the Internet fax cannot be specified.*



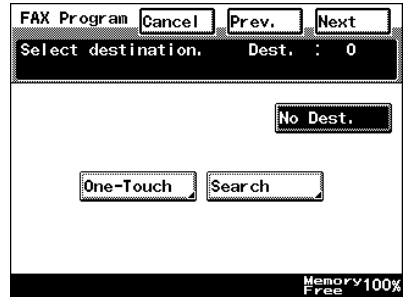
- 9 Specify the recipient, and then touch [Next].

- To select a recipient from the list of one-touch keys, touch [One-Touch], touch the one-touch key for the recipient, and then touch [Enter].
- To select a recipient by searching for it by name, touch [Search] and specify the recipient, and then touch [Enter].
- To register no recipient, touch [No Dest.].



**Note**

*A maximum of 300 recipients can be registered.*



10 Touch [Transmission Setting], select the functions to be registered, and then touch [Enter]. For details on each function, refer to page 8-16.

- Quality tab: The image quality, zoom ratio, density and scanning area can be specified.
- Menu 1: Settings for the “Transmission Report”, “Priority Transmission”, “Timer Transmission”, “TSI”, “2in1 Transmission”, “Destination Insert”, “2-Sided Transmission”, “TX Marker (Optional)” and “Rotation” functions can be specified.
- Menu 2: The subject, reply address and file name can be specified.



### Note

If a 2in1 transmission was specified, the “Zoom” parameter is set to “Auto Size”.

With an Internet fax, the “Real-Time”, “Password TX” and “Remote Copy” functions cannot be used. Even if settings are specified, they will not be applied.

11 Check the information to be registered, and then touch [Enter].

## 8.4 Changing/Deleting Recipients

- 1 Press the [Utility] key.
- 2 Touch [User Set].
- 3 Touch [FAX Input].
  - For a copier, touch [E-mail Input].
- 4 Touch [One-Touch] or [Fax Program].
- 5 Select an index, and then touch the one-touch key that you wish to delete or whose information you wish to change.
- 6 To change the one-touch key information, change the information as desired, and then touch [Enter].
  - To delete the one-touch key, touch [Delete].

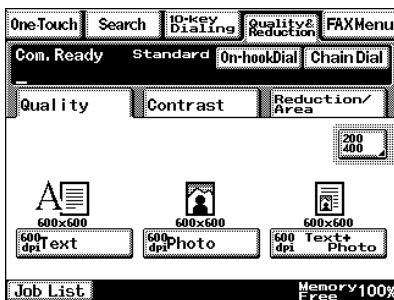
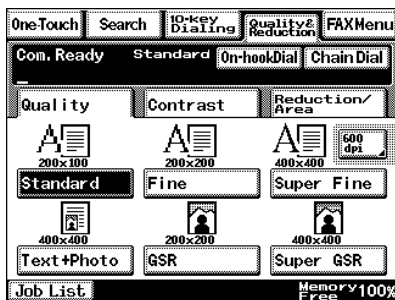
## 8.5 Specifying the Scanning Options

### 8.5.1 Quality&Reduction Screen

#### Quality tab

Select the scanning resolution.

“Standard” (200 × 100 dpi), “Fine” (200 × 200 dpi), “Super Fine” (400 × 400 dpi), “Text+Photo” (400 × 400 dpi), “GSR” (200 × 200 dpi), “Super GSR” (400 × 400 dpi), “600dpi Text” (600 × 600 dpi), “600dpi Photo” (600 × 600 dpi), or “600dpi Photo+Text” (600 × 600 dpi)



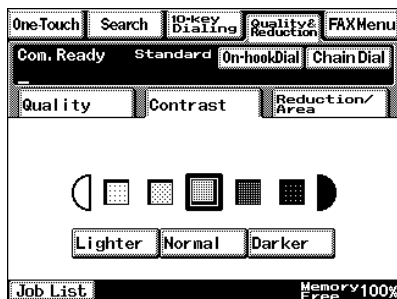
#### Contrast tab

Touch [Lighter], [Normal] or [Darker] to select the desired scanning contrast.

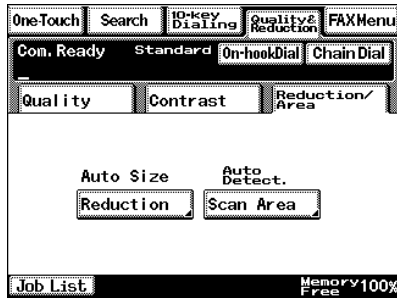


#### Note

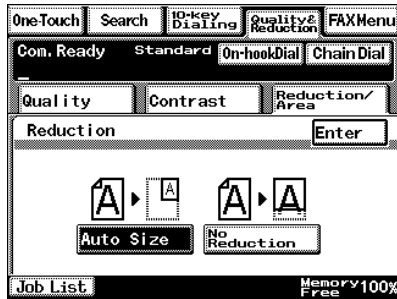
If “600dpi Text” or “600dpi Photo+Text” was selected on the Quality tab, the contrast can only be set to one of three levels: “Lighter”, “Normal” and “Darker”. (The two “Lighter” settings and the two “Darker” settings are each the same contrast level.)



## Reduction/Area tab

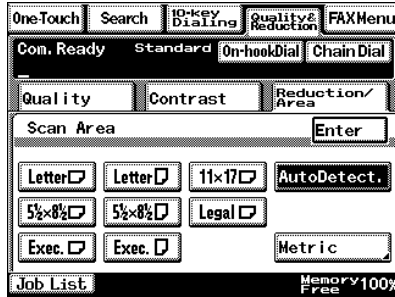


- Reduction: Specify the scanning zoom ratio.
- Auto Size: Sends the document automatically at the size of the recipient's paper.
- No Reduction: Cuts the document to the size of the recipient's paper and sends it at its original size.





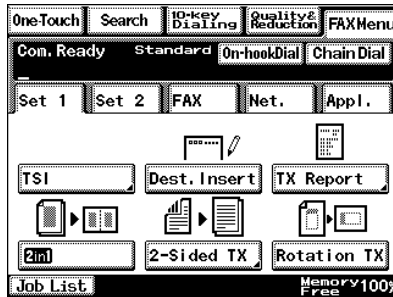
Scan Area:                    Select the scanning size.  
                                      Select "AutoDetect." or specify a size.



## 8.5.2 FAX Menu Screen

- With a copier, the settings are specified from the Menu screen.

### Functions that can be specified from the FAX Menu screen



[TSI]: If transmission source information is set to be added, information such as the source name, transmission date, document number and page number is printed at the edge of the received document.

A maximum of eight transmission source names can be registered. Refer to *“Programming the Transmission Source Name”* on page 13-17. The specified transmission source information is used with normal faxing, Internet faxing, IP address faxing and Scan to E-mail transmissions.

The TSI setting is reset after each transmission. For details on specifying the default transmission source name, refer to *“Programming the Transmission Source Name”* on page 13-17.

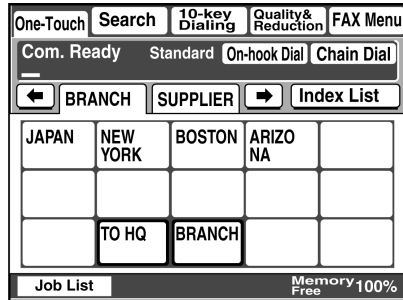
[Dest. Insert]: The fax can be sent with the name of the recipient added in addition to the transmission source name. The Dest. Insert setting is reset after each transmission. For more details, refer to *“Specifying Software Settings (Machine Functions)”* in the Advanced Operations volume of the copier’s User Manual.

- [TX Report]: The transmission results can be printed out as a report.  
This function can be set to one of the following: "Default", "Output On" and "Output Off" or "If TX Fail".  
The TX Report setting is reset after each transmission. Refer to "*Specifying Report Output Settings*" on page 13-41
- [2in1]: Scans of two document pages can be sent as a single page. This can be used, for example, to combine two legal-size document pages and send them as one legal-size page.
- [2-Sided TX]: Double-sided document pages can be scanned and sent.  
The 2-Sided TX setting is reset after each transmission. Refer to "*Specifying Transmission Settings*" on page 13-21.
- [Rotation TX]: You normally feed your document to the reader as "portrait", so when you set the letter-size document as "landscape", the reader handles it as ledger-size document, and it gets reduced at reception when the recipient facsimile paper is letter size.  
If you setup Rotation TX, you can send letter-size documents as a letter-size document whether its direction is landscape or portrait. Rotation TX is valid only when you send letter-size documents with under 200 dpi image quality setting, by the normal facsimile or Internet Fax (E-mail) transmission. The Rotation TX setting is canceled after each transmission.  
Refer to "*Specifying Transmission Settings*" on page 13-21.
- [Priority TX]: If documents are queued for transmission, a document specified as urgent can be given priority and sent.
- [Timer]: A document can be scanned and stored in the memory to be sent at a specified time. This function is convenient for sending documents at discounted calling times.

- [TX Marker]: A stamp can be applied to the document to indicate that it was scanned. In order to use TX Marker, the optional TX Marker is required. When you set TX Marker, use an automatic document feeder. If the stamp is weak, replace it. Refer to “The stamp is weak.” in “Troubleshooting” of the Basic Operations volume of this User Manual.
- [Subject]: Previously registered text can be inserted as a subject when e-mail messages are sent. A maximum of 4 subject texts can be registered. Refer to “*Network Settings*” on page 3-3.
- [Reply]: When sending an e-mail message, the e-mail address registered at a one-touch key can be set as the recipient (Reply-to address) where reply e-mail messages sent by the recipient will be sent.
- [File Name]: The file name of image data attached to an e-mail that is being sent or scanned image data can be changed to this file name. The file name can contain a maximum of 16 characters.

## Specifying FAX Menu settings

- 1 Press the [Fax/Mail] key.
  - For a copier, press the [Scan] key.



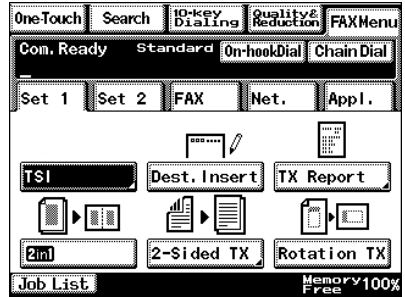
- 2 Touch [FAX Menu].
  - For a copier, touch [Menu].
- 3 Specify settings for the various transmission parameters.

For details on specifying a setting for each transmission parameter, refer to the appropriate page indicated below.

- Specifying the transmission source name → page 8-23
- Specifying whether the destination name is inserted → page 8-24
- Specifying the setting for the “TX Report” parameter → page 8-24
- Specifying the 2in1 transmission setting → page 8-25
- Specifying double-sided transmission settings → page 8-26
- Specifying the rotation transmission setting → page 8-27
- Specifying the priority transmission setting → page 8-27
- Specifying the timer transmission setting → page 8-28
- Specifying the TX Marker setting (optional) → page 8-29
- Specifying the Subject setting → page 8-29
- Specifying the Reply setting → page 8-30
- Specifying the file name setting → page 8-31

### Specifying the transmission source name

- 1 Touch [Set 1], and then touch [TSI].



- 2 Select the transmission source name, and then touch [Enter].
  - To cancel the setting, touch [Cancel].



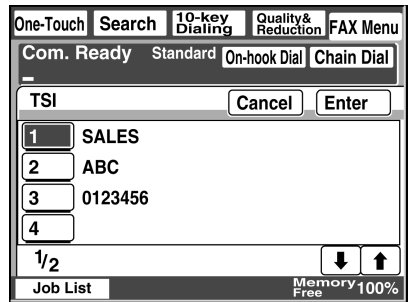
**Note**

The date and the name of the transmission source must be specified in advance.

For details on specifying the date, refer to “Specifying the Date and Time” on page 13-12.

For details on registering transmission source names, refer to “Programming the Transmission Source Name” on page 13-17.

For details on specifying the transmission source name, refer to “Specifying Transmission Settings” on page 13-21.



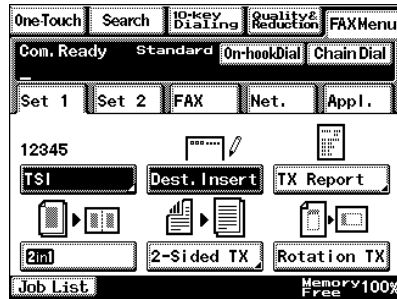
### Specifying whether the destination name is inserted

- Touch [Set 1], and then touch [Dest. Insert].  
[Dest. Insert] is highlighted.



#### Note

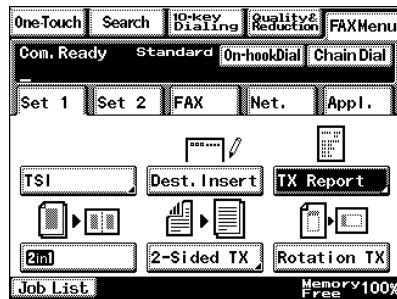
The destination name can be inserted only if the transmission source information is added.



The destination name must have been registered as a one-touch key in advance. Refer to "Registering as a One-Touch Key" on page 8-5.

### Specifying the setting for the "TX Report" parameter

- 1 Touch [Set 1], and then touch [TX Report].

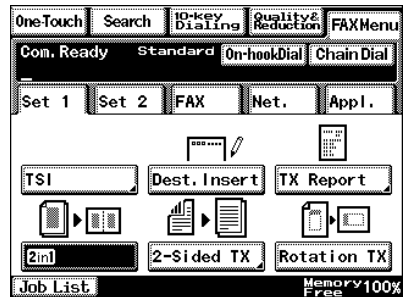


- 2 Select how to output the report, and then touch [Enter].
- To output the transmission report in method that has been previously specified, touch [Default]. Refer to “Specifying Report Output Settings” on page 13-41.
  - To output a transmission result report with every transmission, touch [On].
  - To output a transmission result report only if the transmission failed, touch [If TX Fail].
  - To stop the transmission result report from being outputted, touch [Off].



### Specifying the 2in1 transmission setting

- Touch [Set 1], and then touch [2in1].  
[2in1] is highlighted.





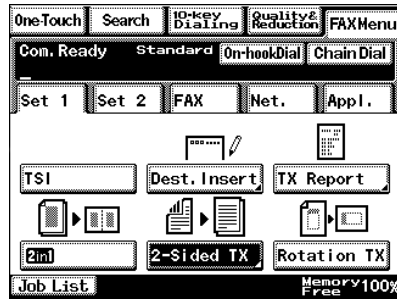
## Specifying double-sided transmission settings

- 1 Touch [Set 1], and then touch [2-Sided TX].



### Note

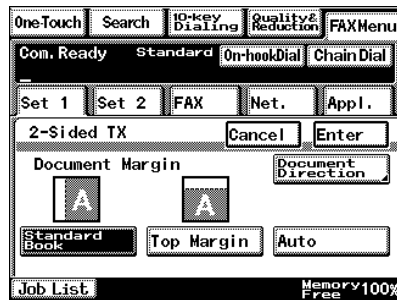
*A double-sided document is received (printed) by the recipient as a single-sided document.*



- 2 Select the desired setting for the binding margin (left or top).

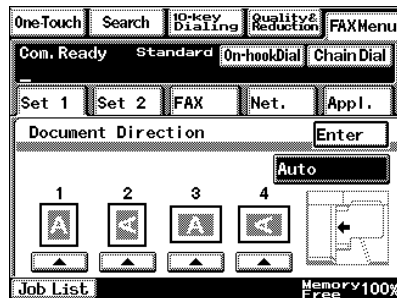
According to the position of the binding margin, touch [Standard Book] or [Top Margin].

- To specify that the binding margin is automatically determined by the scanning direction, touch [Auto].
- To cancel the setting, touch [Cancel].



- 3 Touch [Document Direction].

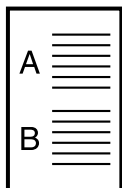
- 4 Select the orientation of the document, and then touch [Enter].



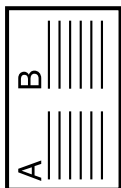


**Tip**

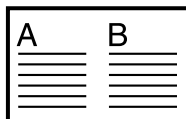
Select the appropriate setting according to the following descriptions.



When a portrait document is loaded



When a landscape document is loaded sideways



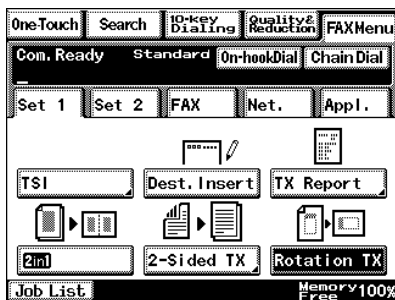
When a landscape document is loaded



When a portrait document is loaded sideways

**Specifying the rotation transmission setting**

- Touch [Set 1], and then touch [Rotation TX].  
[Rotation TX] is highlighted.



**Specifying the priority transmission setting**

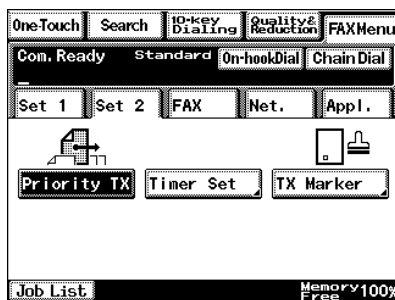
- Touch [Set 2], and then touch [Priority TX].  
[Priority TX] is highlighted.



**Note**

Priority transmission cannot be used if multiple recipients are specified.

Priority transmission and timer transmission cannot be specified at the same time.



## Specifying the timer transmission setting

- 1 Touch [Set 2], and then touch [Timer Set].



### Tip

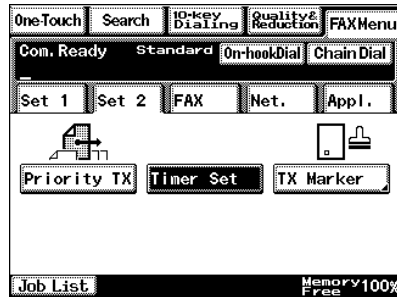
Up to 64 documents can be specified.



### Note

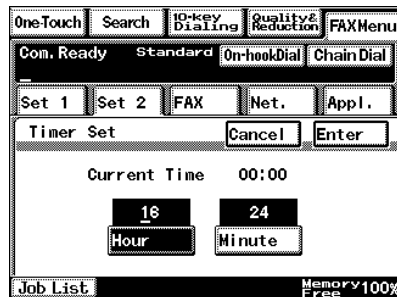
The timer transmission setting is reset after the transmission is sent.

Timer transmission and priority transmission cannot be specified at the same time.



- 2 Type in the time that you wish to send the transmission, and then touch [Enter].

Touch [Hour] or [Minute], and then use the keypad to type in the numbers. To send the transmission at midnight, type "00" for the hours and "00" for the minutes.



- To erase the entered numbers, press the [C] (clear) key.
- To cancel the setting, touch [Cancel].



### Note

The time is set for a 24-hour period. If the machine is not programmed with the current time, the fax cannot be sent at the specified time. Refer to "Specifying the Date and Time" on page 13-12.

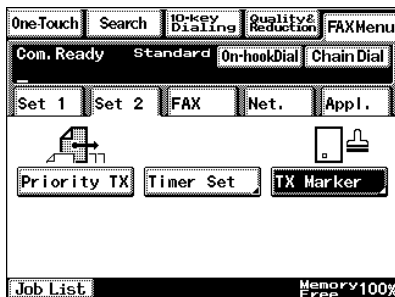
## Specifying TX Marker (optional)

- 1 Touch [Set 2], and then touch [TX Marker].

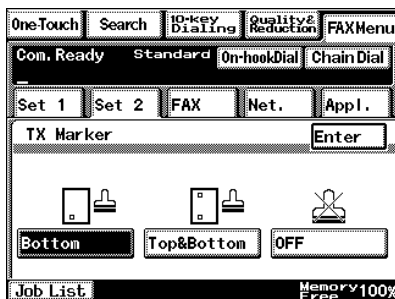


### Note

*[TX Marker] appears only if the optional TX Marker is used.*



- 2 Specify the desired stamp setting, and then touch [Enter].
  - Touch [Bottom], [Top&Bottom] or [OFF] to select the desired setting.



## Specifying the Subject setting

- 1 Touch [Net.], and then touch [SubjectSel.].



- 2 Select the desired subject, and then touch [Enter].
  - To cancel the setting, touch [Cancel].



### Note

A subject must have been registered in advance. Refer to "Specifying Network Settings" on page 3-6.

One-Touch	Search	10-key Dialing	Quality & Reduction	FAX Menu	
Com. Ready Standard On-hook Dial Chain Dial					
Subject				Cancel	Enter
1	Information				
2	Minutes				
3	Connection				
4	Conference				
Job List				Memory Free 100%	

## Specifying the Reply setting

- 1 Touch [Net.], and then touch [Set Reply Email Addr].

One-Touch	Search	10-key Dialing	Quality & Reduction	FAX Menu
Com. Ready Standard On-hook Dial Chain Dial				
Set 1	Set 2	FAX	Net.	Appl.
SubjectSel.		Set Reply Email Addr	SetFileName	
Job List				Memory Free 100%

- 2 Select the one-touch key of the recipient to be specified as the reply address, and then touch [Enter].

- To cancel the setting, touch [Cancel].



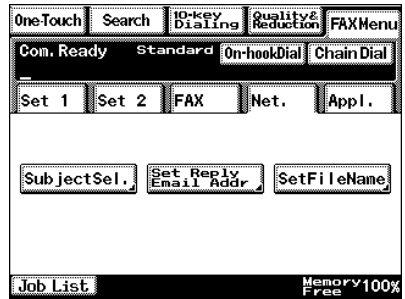
### Note

A one-touch key must have been registered in advance. Refer to "Registering as a One-Touch Key" on page 8-5.

One-Touch	Search	10-key Dialing	Quality & Reduction	FAX Menu
Com. Ready Standard On-hook Dial Chain Dial				
←	BRANCH	SUPPLIER	→	Index List
JAPAN	NEW YORK	BOSTON	ARIZONA	
	TO HQ	BRANCH		
Job List				Memory Free 100%

### Specifying the file name setting

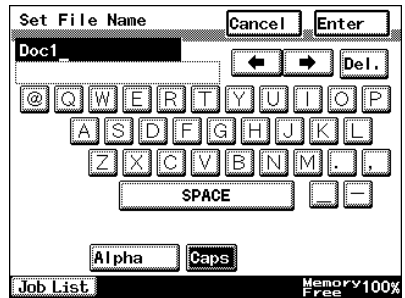
- 1 Touch [Net.], and then touch [SetFileName].



- 2 Type in the file name to be given to the image data, and then touch [Enter].
  - To cancel the setting, touch [Cancel].



**Tip**  
 An extension (.tif or .pdf) is automatically added to file name.



## 8.6 Transmitting to Multiple Recipients (Broadcast Transmission)

- The same document can be sent to multiple recipients at one time.
- A maximum of 300 recipients can be specified for the same transmission. However, if recipients are specified using 10-key Dialing screen, only a maximum of 12 can be specified.

### Specifying using the one-touch keys

For details, refer to *“Selecting a Recipient From the List on the One-Touch Screen” on page 4-5.*

- 1 Position the document(s).
- 2 Press the [Fax/Scan] key.
  - For a copier, press the [Scan] key.
- 3 From the list of one-touch keys, select all recipients where the data is to be sent.
- 4 Press the [Start] key.

### Specifying using 10-key Dialing screen

- 1 Position the document(s).
- 2 Press the [Fax/Scan] key.
  - For a copier, press the [Scan] key.
- 3 Touch [Com. Mode], and then touch [InternetFAX], then [E-mail].
- 4 Type in the e-mail address of the recipient on the 10-key Dialing screen.
- 5 Touch [Add Dest.].
- 6 Type in the e-mail address of the next recipient.
- 7 Repeat steps 5 through 7 until all e-mail addresses are specified.
- 8 Press the [Start] key.

**Specifying using a fax program**

- 1 Position the document(s).
- 2 Press the [Fax/Scan] key.
  - For a copier, press the [Scan] key.
- 3 From the list of one-touch keys, select the fax program.
- 4 Press the [Start] key.

**Tip**

*You can specify whether or not a screen asking for confirmation of the settings is displayed before a broadcast transmission. → Refer to page 13-47.*



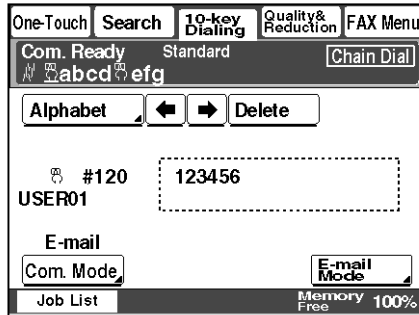
## Checking the results of the broadcast transmission

Whether or not the data is transmitted to all recipients can be viewed in a report. Refer to *"Specifying Report Output Settings"* on page 13-41.

SERIAL BROADCAST REPORT										P.1
										2003 APR 23 (WED) 11:32
										CHICAGO
ACCOUNT NAME :SALES					DOCUMENT# :6514376-760					
TOTAL DST. :8stations					TIME STORED :APR 23 11:10					
PAGES :5sheets					TIME SENT :APR 23 11:10					
					DURATION :4min, 30sec					
FIN :7station										
No.	DESTINATION	RESULT	No.	DESTINATION	RESULT	No.	DESTINATION	RESULT		
#000	AA	OK	#001	BB	OK	#002	CC	OK		
#003	DD	OK	#004	EE	OK	#005	FF	OK		
DESTINATION			F-CODE		RESULT					
12345678			12345		OK					
T.B.S. :1station										
No.	DESTINATION	RESULT								
#006	GG	EA0006								

- 1 Report output date
- 2 Transmission source name
- 3 Recipients where the transmission was completed correctly
- 4 Recipients where the transmission failed
- 5 Transmission results
  - OK: The transmission was completed correctly.
  - INTERR: The transmission was interrupted.
  - F.MEM: The memory is full.
  - NG: The transmission failed.
  - Error Code: Refer to *"Transmission Results Error Codes"* on page 15-3.

## 8.7 Transmitting Using a Combination of One-Touch Keys and Manual Input (Chain Dialing)





- Multiple one-touch keys can be combined to specify recipients. This is called “chain dialing”.
- Chain dialing by combining one-touch keys and manually entering the numbers is possible.
- When transmitting with chain dialing, a maximum of 192 characters can be specified. (Up to 64 characters can be displayed in the message display of the copier’s screen.)
- A one-touch key programmed with an IP address cannot be used.

### Using the one-touch keys

For details, refer to “*Selecting a Recipient From the List on the One-Touch Screen*” on page 4-5.

- 1 Position the document(s).
- 2 Press the [Fax/Scan] key.
  - For a copier, press the [Scan] key.
- 3 Touch [Chain Dial].
- 4 In the 10-Key Dialing screen, touch [Com. Mode], and then touch [InternetFAX], then [E-mail].

- 5 If [One-Touch] is touched,  appears.  
For details, refer to “*Selecting a Recipient From the List on the One-Touch Screen*” on page 4-5.
- To check the information, touch [10-key Dialing], and then move the cursor over . Touch [DetailDest.] to display the address registered in the one-touch key. Move the cursor using [←] and [→].
  - To change the address, touch [10-key Dialing], and then either move the cursor using [←] and [→] or press the [C] (clear) key and type in the new information. To delete the one-touch key selected by the cursor, touch [Delete].  
Touch [Alpha] to return to the previous screen.
  - To enter another address, touch the next one-touch key that you wish to specify.
- 6 Press the [Start] key.  
The transmission begins.

### By typing in the address

- 1 Position the document(s) to be faxed.
- 2 Press the [Fax/Scan] key.
  - For a copier, press the [Scan] key.
- 3 Touch [Chain Dial].
- 4 In the 10-Key Dialing screen, touch [Com. Mode], and then touch [InternetFAX], then [E-mail].
- 5 Type in the e-mail address.  
Refer to “*Basic Transmission*” on page 8-1.
  - To change the address, either move the cursor using [←] and [→] or press the [C] (clear) key, and then type in the new information.  
To delete the one-touch key selected by the cursor, touch [Delete].



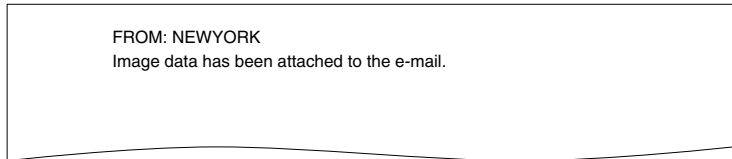
#### Tip

*If a frequently used domain name is registered in a domain name button, the e-mail address can be entered more easily. Refer to “*Programming a domain name button*” on page 3-27.*

- 6 Press the [Start] key.  
The transmission begins.

## 8.8 Inserting Text Into a Transmission Document

- By first setting this function, text (any or a fixed string of characters) is inserted in front of the image data for the Internet fax document before the fax is sent. Use this function for example when sending Internet faxes to computers.



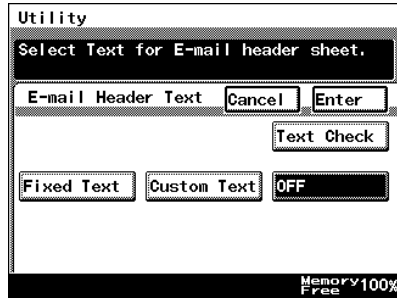
### Note

*With some e-mail applications, if an e-mail is received containing no text and only an attached file, it may not be possible to open the attached file.*

*Register Custom Text from PageScope Light. Custom Text cannot be registered from the copier's control panel.*

- 1 Press the [Utility] key.
- 2 Touch [Admini. Management].
- 3 Type in the administrator access code, and then touch [Enter].
- 4 Touch [Admin. 2].
- 5 Touch [Network Set].
- 6 Touch [Scanner Settings].

7 Touch [TX Doc. Text Insert].

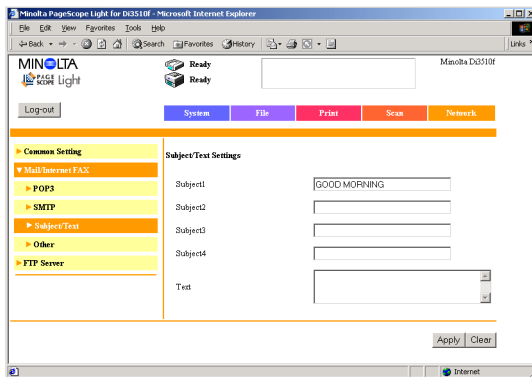


8 Select the text to be inserted, and then touch [Enter].

- Fixed Text:** Select this setting to insert into the transmission document the fixed text previously specified with the device.
- Custom Text:** Select this setting to insert into the transmission document the text registered with PageScope Light.
- OFF:** Select this setting to insert no text into the transmission document.
- Text Check:** Click this button to check the custom text that has been registered.

## Registering text

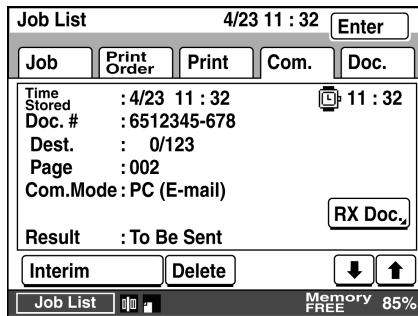
- 1 Start up PageScope Light.
  - Refer to “Using PageScope Light” on page 3-25.
- 2 Log into PageScope Light in Administrator mode.
- 3 Click [Subject/Text] in the sub-menu that appeared after clicking [Mail/Internet FAX] in the menu on the [Network] tab.
- 4 Type the text into the text box, and then click the [Apply] button.  
(256 characters or less)



## 8.9 Checking Transmission Results

- Transmission result information, such as whether the document is queued for transmission, being transmitted, finished being transmitted or whether the document is received, is recorded in the copier. The transmission status can be viewed from the copier's touch panel or from PageScope Light. The procedure for viewing the transmission results from the copier's control panel is described below. For details on using PageScope Light, refer to the PageScope Light User Manual.

- 1 Touch [Job List].
- 2 Touch the button for the report that you wish to view.



- Job:** Touch this button to view the list of jobs that are still being performed.
- Print Order:** Touch this button to view the order for up to 8 documents, such as copies, received faxes, reports and printouts, being printed or queued to be printed.
- Print:** Touch this button to view the print status of copies and printouts.
- Com.:** Touch this button to view the status of sent and received documents.

Document	Maximum Number Listed
Document being sent or queued to be sent	200
Sent documents	96

Documents being received or queued to be printed	200
Received documents	96

- Doc.: Indicates documents saved in this unit.
- **Bulletin Board:** Indicates documents registered as bulletins. Documents saved as bulletins can be printed or deleted. This parameter is available only when sending faxes on a common telephone line.
  - **Confidential:** Indicates the documents saved in Confidential box. Documents saved in mailboxes can be printed or deleted. This parameter is available only when sending faxes on a common telephone line.
  - **Public:** Indicates public documents saved in the Document Management. Saved documents can be printed, forwarded or deleted.



#### Tip

*If the recipient has a machine that is compatible with the full mode for Internet faxing, the transmission results can be viewed in the MDN or the DSN. In order to use the full mode functions, certain software settings must first be specified.*

*For details, refer to "Specifies Settings Concerning Full Mode Functions With Internet Faxing (Mode 373)" on page 13-56.*

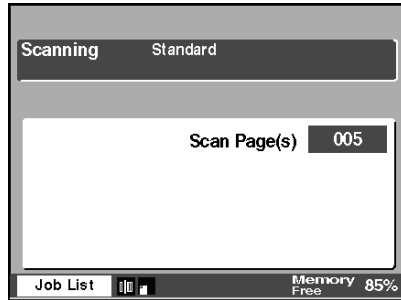
#### If an error e-mail message is received

- If an error e-mail message is not received as an MDN or a DSN, the operations specified by the settings for the received document are performed, just as with a regular received document. Refer to "Specifying the procedure for received documents ("Doc. Manage." function)" on page 13-33.
- The format of the error e-mail message differs depending on the mail server.



## Checking the operating functions

- 1 Touch [Job List].

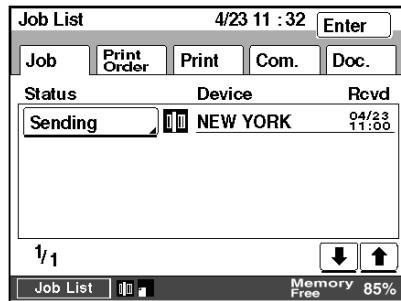


- 2 Touch this button to view the list of jobs that are still being performed.



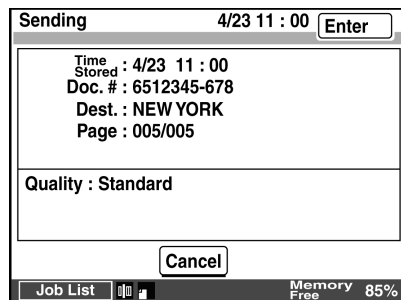
### Tip

The statuses of up to four jobs can be displayed in one screen. If the desired function is not displayed, touch [↵] and [↑] to scroll through the list.



- 3 To check the details of a job, touch the job that you wish to check.

- Check the details of the job, and then touch [Enter].

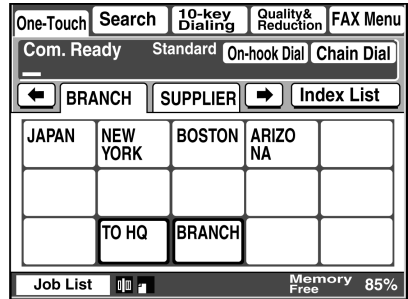


- 4 Touch [Enter].

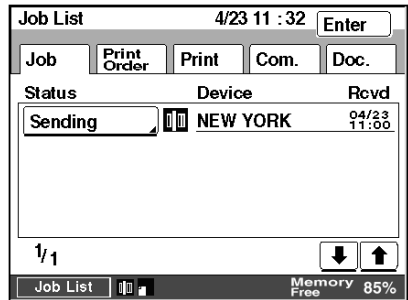
The previous screen is displayed.

## Checking Transmission Results

1 Touch [Job List].

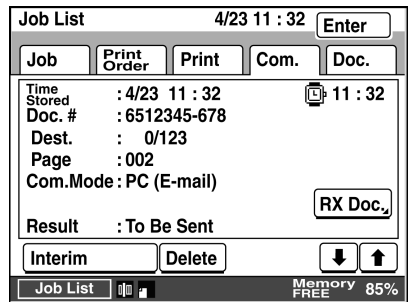


2 Touch [Com.].




3 Touch [↓] and [↑] to search for the desired document, and then check the transmission results.

- If [Interim] appears, touch [Interim] during transmission to output a transmission progress report.
- If [Delete] appears, touch [Delete] while a job is queued to delete the queued job.
- If [Pause] appears, touch [Pause] while a document is being scanned or sent to pause the operation.



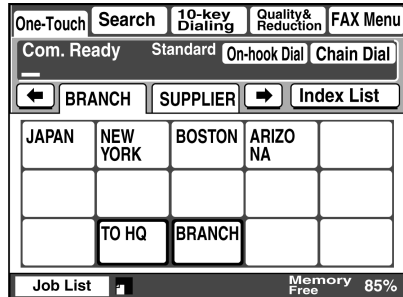
**Tip**

If timer transmission was specified,  appears to the right of the date that the job was received.

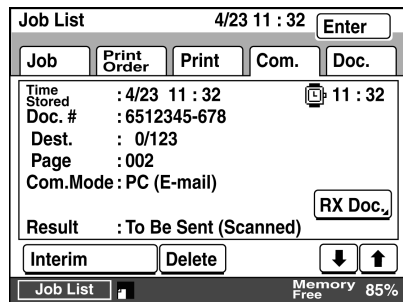
- 4 Touch [Enter].  
The previous screen is displayed.

### Checking Reception Results

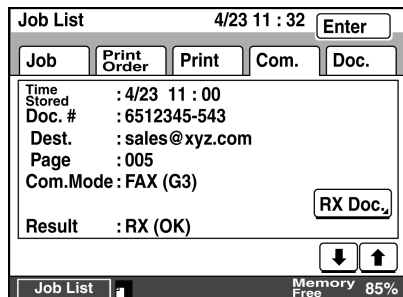
- 1 Touch [Job List].



- 2 Touch [Com.].
- 3 Touch [RX Doc.].



- 4 Touch [↓] and [↑] to search for the desired document, and then check the reception results.



- 5 Touch [Enter].  
The previous screen is displayed.


## 8.10 Receiving Documents (POP3 Reception)

### Receiving Internet faxes

- The network settings must be specified. → Refer to page 3-3.  
If the “Auto-RX Check” parameter is set to “Check OFF”, an Internet fax cannot be received. The factory settings is “Check OFF”.  
Therefore, in order to automatically receive Internet faxes, specify a time interval for the “Auto-RX Check” parameter.
- The received documents can be printed or saved in a box. Refer to “*Specifying the procedure for received documents (“Doc. Manage.” function)” on page 13-33.*”
- If the “Auto-RX Check” parameter is set to “Check OFF” or if you wish to immediately receive the fax, the fax can be received manually.
- The setting for specifying the answering method for fax settings in the Administrator Management screen is available only when sending faxes on a common telephone line. It is not available when receiving Internet faxes.

### Manually receiving faxes

- 1 Press the [Utility] key.
- 2 Touch [User Management].
- 3 Touch [POP3 RX].

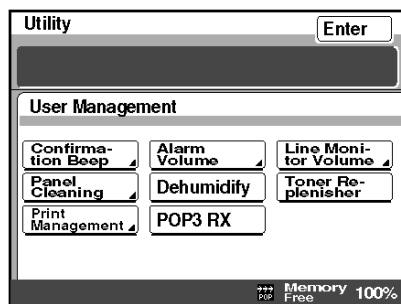
If there are e-mail messages at the POP3 server, the e-mail messages are received. While e-mail messages are being received,  appears.



#### Tip

E-mail messages can be received in any of the following four formats:

Text  
TIFF-F image  
Text/TIFF-F image  
DSN, MDN



**Receiving an IP address fax**

- The network settings must be specified. If the IP address of the machine has not been entered, it cannot receive an IP address fax. → Refer to page 3-3.
- If an IP address fax is sent, it is automatically received and printed.

## 8.11 Requesting/Returning the Activity Report

- This unit can be set to request from the recipient a reception result for Internet faxes.  
In addition, if there was a request from the sender or if the fax was not received correctly, an e-mail message (MDN or DSN) can be returned to inform the recipient of the reception result for the e-mail message.
- In order to request a result notification, the recipient must also have a machine that is compatible with the full mode.  
For details, refer to *“Specifies Settings Concerning Full Mode Functions With Internet Faxing (Mode 373)” on page 13-56.*

For details on specifying the setting for the “Activity Report” parameter, refer to page 3-16.

### Conditions for sending a result notification

- If there is a request from the sender for a result notification, the result notification is sent back.
- The result notification is sent back if reception result error code [E6xxxx] appeared. Refer to *“Transmission Results Error Codes” on page 15-3.*

This message is in MIME format. Since your mail reader does not understand this format, some or all of this message may not be legible.

Wed, 23 Apr 2003 17:20:54

USER NAME : Sales  
FROM NAME : New York  
DOCUMENT# : 0000000003. 001. 20001220172021@xyz.com  
TOTAL DST. : 1station TIME SENT : Wed 23 Apr 2003 17:20:21 -0500  
T.B.S : 1station

----- Received message was not accepted -----

DESTINATION  
newyork@xyz.com

RESULT  
NG

### Full mode compatibility

- When sending an Internet fax, the reception result at the recipient's side can be checked. In addition, the receiving performance of the recipient's machine can be detected when sending Internet faxes and the data can be sent using a transmission method appropriate for the recipient's machine.  
In order to use the full mode functions, certain machine settings must first be specified. Refer to *“Specifies Settings Concerning Full Mode Functions With Internet Faxing (Mode 373)” on page 13-56.*
- You cannot use when the page division setting is set as “ON”.

## 8.12 Printing the Header Information in the Received Document

- The e-mail message header information can be added to the first page of the received document. This is useful for viewing the sender information.

```
Received: from xyz.com (192.168.2.100 [192.168.2.100]) by beverly.xyz.com.with SMTP
(Microsoft Exchange Internet Mail Service Version 5.5.2232.9)
    id xxxxxxxx; Wed, 23 Apr 2003 11:32:30 +0900
message-id: 5500001042.001.20000308190403
to: sales@xyz.com
subject: [Fax Image Fail:] sales, #042
from: tokyo@xyz.com
reply-to: tokyo@xyz.com
date: Wed, 23 Apr 2003 11:20:30 +0900
MIME-Version: 1.0
Content-Type: multina/mixed; boundary="Boundary_ Internet_Facsimile"
FROM:
Image data (TIFF-F format) has been attached to the e-mail.
```

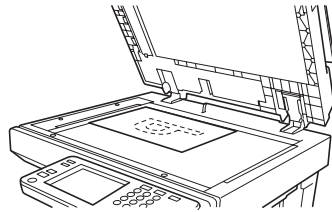
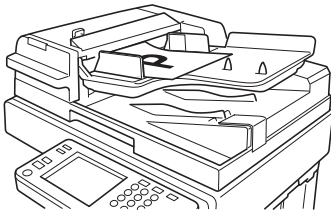
For details on specifying the setting for the “RX Doc. Header Print” parameter, refer to page 3-16.

## 9 Performing a Scan to PC (SMTP) Operation

- If there is a DHCP server on the network, this function may not perform correctly since IP addresses are automatically distributed to each computer.  
In this case, set a fixed IP address with the DHCP server or use IP Scanner (refer to page 10-1).
- First, install IP Scanner onto the computer, and then start it up. → Refer to page 10-21.  
Refer to *"Installing the Utilities"* on page 3-29.
- The transmitted image is received with Image Receiver, then saved by IP Scanner as an image file.
- When using IP Scanner, check that Image Receiver is running. Refer to *"IP Scanner"* on page 10-1.
- The operations performed from the copier are described below. For details on viewing the image file from the computer, refer to *"Viewing the scanned image (from the computer)"* on page 10-25.

### 9.1 Basic Transmission

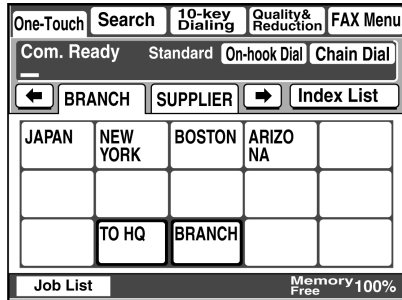
- 1 Position the document(s) to be scanned.



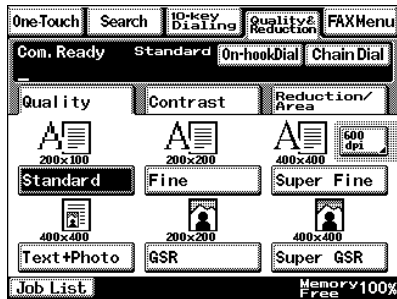
- 2 Press the [Fax/Scan] key.
  - For a copier, press the [Scan] key.



- 3 Select an index, and then select a recipient from the list of one-touch keys. Specify the recipient in any of the following ways.
- Select a recipient by searching for it by name. → Refer to page 4-6.
  - Type in the three-digit number of the one-touch key. → Refer to page 4-8.



- 4 Specify the image quality, density and zoom ratio according to the document to be scanned.
- Refer to “*Specifying the Scanning Options*” on page 9-6.



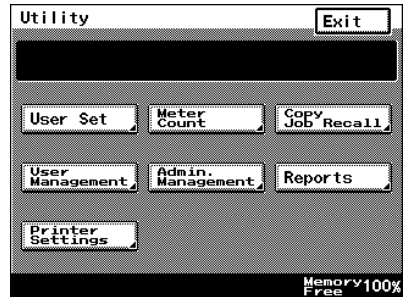
- 5 Press the [Start] key.  
The transmission begins.

If the document is placed on the original glass:

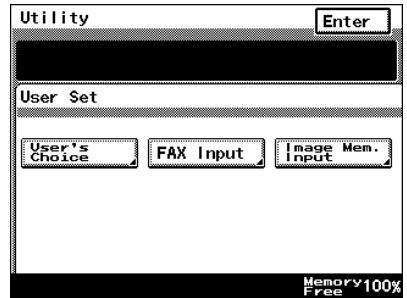
- When scanning multiple document pages, continue scanning by placing each consecutive page on the original glass, then pressing the [Start] key.
- After all pages of the document to be sent are scanned, touch [Scan End], and then press the [Start] key. The transmission begins.

## 9.2 Registering a Recipient

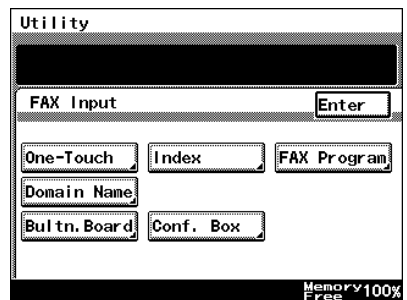
- 1 Press the [Utility] key.
- 2 Touch [User Set].



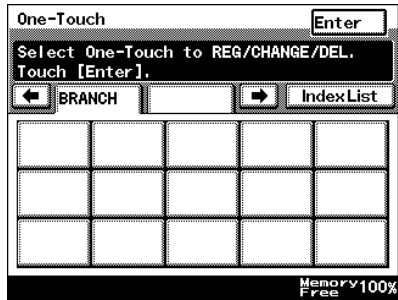
- 3 Touch [FAX Input].
  - For a copier, touch [E-mai Input].



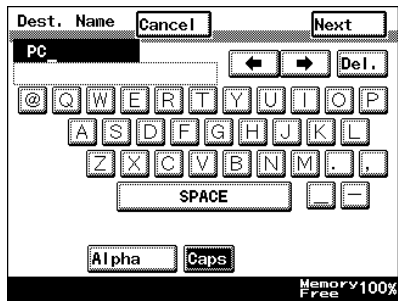
- 4 Touch [One-Touch].



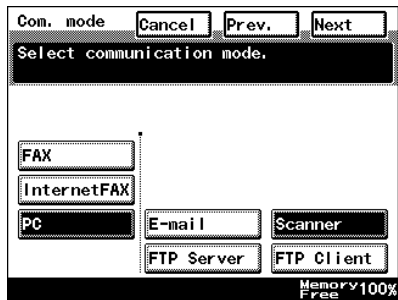
- 5 Select an index, and then touch a key where nothing has been registered yet.



- 6 Type in the recipient name that will appear on the one-touch key, and then touch [Next].

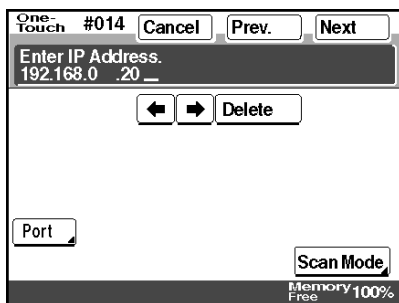


- 7 Touch [PC], then [Scanner], and then touch [Next].

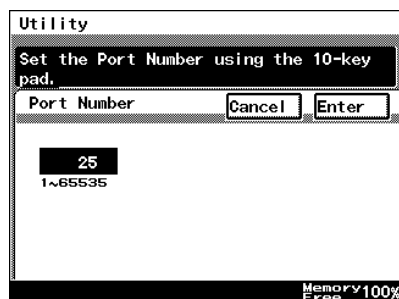
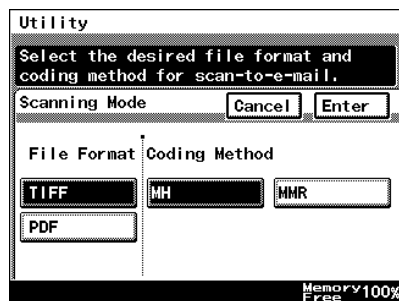


8 Type in the IP address of the recipient, and then touch [Next].

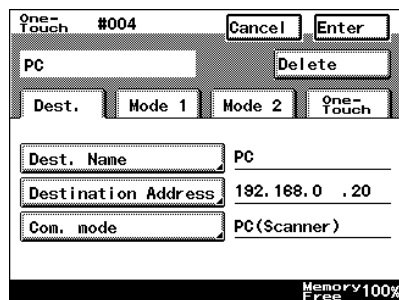
- To specify the recipient by its host name, touch [Host Name].  
In order to specify the recipient by its host name, the DNS setting must first be specified. Refer to “DNS Settings screen” on page 3-9.
- To change the file format or coding method, touch [Scan Mode], and then specify the desired settings.



- To change the port number, touch [Port], and then specify the desired setting.



9 Check the information to be registered, and then touch [Enter].



## 9.3 Changing/Deleting Recipients

- 1 Press the [Utility] key.
- 2 Touch [User Set].
- 3 Touch [FAX Input].
  - For a copier, touch [E-mai Input].
- 4 Touch [One-Touch].
- 5 Select an index, and then touch the one-touch key that you wish to delete or whose information you wish to change.
- 6 To change the one-touch key information, change the information as desired, and then touch [Enter].
  - To delete the one-touch key, touch [Delete].

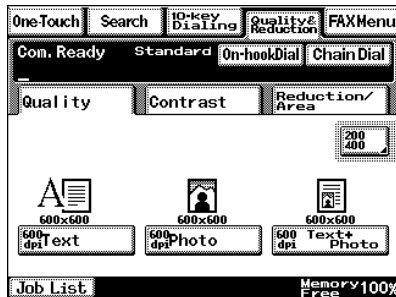
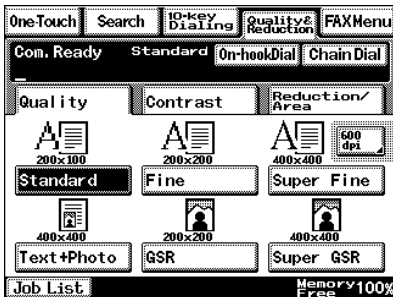
## 9.4 Specifying the Scanning Options

### 9.4.1 Quality & Reduction Screen

#### Quality tab

Select the scanning resolution.

“Standard” (200 × 100 dpi), “Fine” (200 × 200 dpi), “Super Fine” (400 × 400 dpi), “Text+Photo” (400 × 400 dpi), “GSR” (200 × 200 dpi), “Super GSR” (400 × 400 dpi), “600dpi Text” (600 × 600 dpi), “600dpi Photo” (600 × 600 dpi), or “600dpi Photo+Text” (600 × 600 dpi)



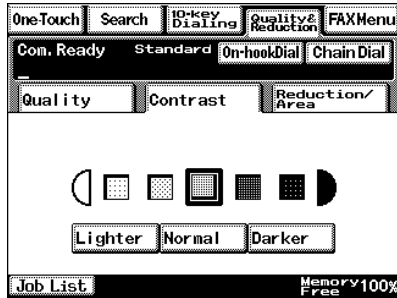
**Contrast tab**

Touch [Lighter], [Normal] or [Darker] to select the desired scanning contrast.

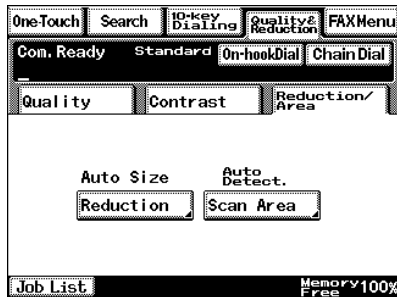


**Note**

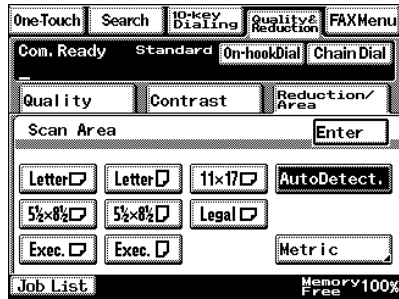
*If “600dpi Text” or “600dpi Photo+Text” was selected on the Quality tab, the contrast can only be set to one of three levels: “Lighter”, “Normal” and “Darker”. (The two “Lighter” settings and the two “Darker” settings are each the same contrast level.)*



**Reduction/Area tab**



Scan Area:                      Select the scanning size.

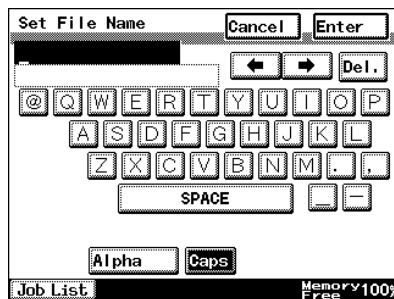


## 9.4.2 FAX Menu Screen

- With a copier, the settings are specified from the Menu screen.

### Network tab

File Name: Specify the name of the attached file. If a file name is not specified, the default file name is used.  
 Default file name: Device\_name  
 Automatic\_numbering\_(date\_and\_time).Extension



#### Tip

To cancel the setting, touch [Cancel].

An extension (.tif or .pdf) is automatically added to file name.

Settings for the "TX Report", "2in1", "2-Sided TX", "Priority TX", "Timer Set", and "TX Marker" functions can also be specified. For details, refer to "FAX Menu Screen" on page 8-19.






## 10 Using IP Scanner



### Note

*In order for a computer to be used as a recipient, the TCP/IP setting must first be specified.*

### 10.1 IP Scanner

- First, install IP Scanner onto the computer.  
Refer to *"Installing the Utilities" on page 3-29*.
- The transmitted image is received by the Image Receiver, and saved by IP Scanner as an image file in the "My Images" folder.  
If the "Save folder as a key" check box in the main window was selected, a new folder with the same name as the scanner button is created and the image file is saved in that folder.  
\*This setting is available only if the document is scanned with a scanner function. For details on saving the data when the received fax document is transferred to IP Scanner, refer to *"Sort Settings dialog box" on page 10-11*.
- When using IP Scanner, be sure that Image Receiver is running.  
While Image Receiver is running, its icon () appears in the Windows taskbar. Normally, Image Receiver starts up automatically when Windows starts up. If Image Receiver has not started up, start it up as described below.  
  
"Start" → "Programs" → "IP Scanner" → "Image Receiver"
- When Image Receiver begins to receive image data, the icon in the Windows taskbar flashes.



### Note

*With IP Scanner, JBIG-encoded TIFF files cannot be viewed.*

**Using a dial-up router**

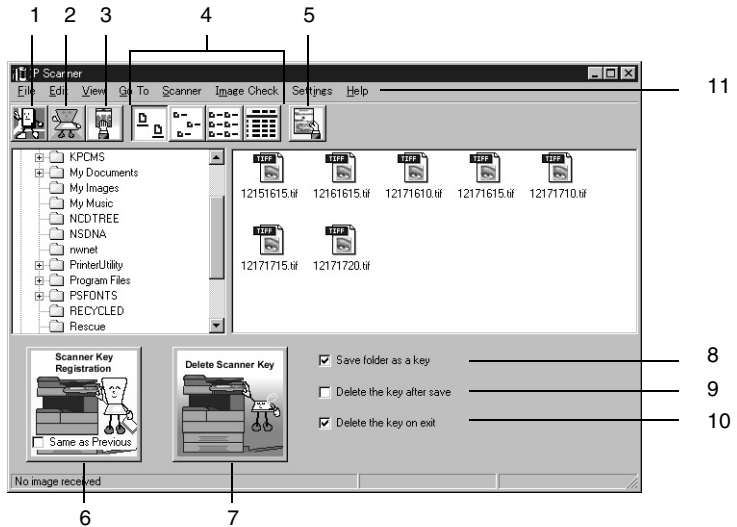
- When using IP Scanner, be sure that the IP address of the main device is correctly specified.  
If an incorrect IP address is specified in an environment where a dial-up router is used, the dial-up router may unnecessarily be dialed up. In addition, depending on the network environment of the computer, the dial-up router may be unnecessarily dialed up, regardless of whether the correct IP address was specified.

**Using a modem or terminal adapter**

- If a computer with a built-in modem (or a computer connected to terminal adapter) is used, they may be used to dial up.  
If this occurs, select either “Never dial a connection” or “Dial whenever a network connection is not present” in the “Dial-up settings” group box on the Connections tab of the Internet Properties dialog box. For details, refer to the instruction manual for the operating system.

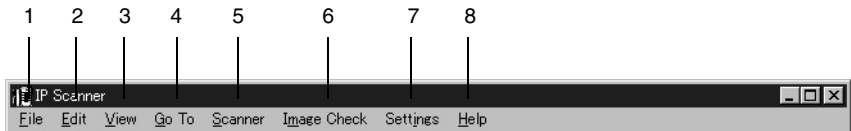
## 10.2 IP Scanner Window and Dialog Boxes

### Main window




Number	Item Name	Description
1	[Close] button	Quits IP Scanner.
2	[Scanner Settings] button	Displays the Scanner Settings dialog box. Refer to “ <i>Scanner Settings dialog box</i> ” on page 10-8.
3	[Check RX now] button	Checks if scan data has arrived.
4	[Large Icons] button [Small Icons] button [List] button [Details] button	Allows the display of the icons to be changed.
5	[Thumbnails] button	Starts up View Window and displays a list of thumbnails for all TIFF and PDF files in the open folder. Refer to “ <i>View Window</i> ” on page 10-20.

Number	Item Name	Description
6	[Scanner Key Registration] button	<p>Programs a button on the copier for specifying the computer where scan data is sent.</p> <p>Click this button to display the Scanner Settings dialog box.</p> <p>If the <b>Same as Previous</b> check box is selected, the button can be programmed with the same settings as when it was previously programmed.</p>
7	[Delete Scanner key] button	The programmed scanner button on the copier is erased.
8	"Save folder as a key" check box	If this check box is selected, a folder with the same name as the button is automatically created when the scanner button is programmed.
9	"Delete the key after save" check box	If this check box is selected, the scanner button is automatically erased as soon as the scanned image is saved in a folder.
10	"Delete the key on exit" check box	If this check box is selected, the scanner button is automatically erased when IP Scanner is closed.
11	Menu bar	Allows various settings to be specified.

**Main window (menu bar)**

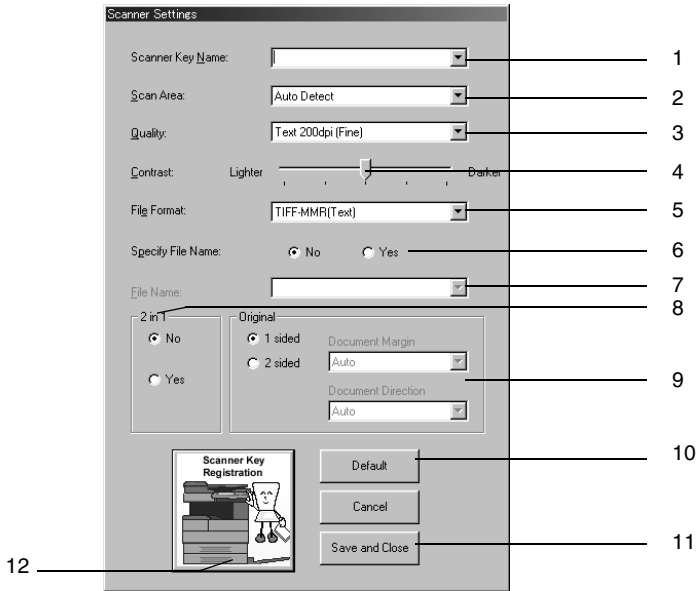
Number	Menu	Description	
1	File		
	• View file	Allows the selected image file to be viewed.	
	• New Folder	Creates a new folder in the folder that is displayed.	
	• Delete	Deletes the selected file or folder.	
	• Rename	Allows the name of the selected file or folder to be changed.	
2	• Exit	Quits IP Scanner.	
	2	Edit	Allows the selected image file to be viewed.
	• Cut	Selects, moves, copies, etc. the file or folder.	
	• Copy		
• Paste			
• Select All			
3	3	View	
	• Large Icons	Allows the display of the icons to be changed.	
	• Small Icons		
	• List		
	• Details		
	• Thumbnails	Starts up View Window and displays a list of thumbnails for all TIFF and PDF files in the open folder.	
• Refresh	Updates the display of files and folders.		

Number	Menu	Description
4	Go To	
	<ul style="list-style-type: none"> <li>• Saving folder</li> </ul>	Displays the folder where the data was saved.
5	Scanner	
	<ul style="list-style-type: none"> <li>• Scanner Settings</li> </ul>	Displays the Scanner Settings dialog box. Refer to “ <i>Scanner Settings dialog box</i> ” on page 10-8.
	<ul style="list-style-type: none"> <li>• Scanner Key Registration</li> </ul>	Programs a scanner button on the copier.
	<ul style="list-style-type: none"> <li>• Scanner Key Delete</li> </ul>	Erases the scanner button registered in the main unit.
	<ul style="list-style-type: none"> <li>• Reg. same as previous</li> </ul>	Programs the button with the same settings as when it was previously programmed.
6	Image Check	
	<ul style="list-style-type: none"> <li>• Check now</li> </ul>	Checks if scan data has arrived.
	<ul style="list-style-type: none"> <li>• Automatic</li> </ul>	Automatically checks if scan data has arrived.
	<ul style="list-style-type: none"> <li>• Manual</li> </ul>	Manually checks if scan data has arrived.

Number	Menu	Description
7	Settings	
	Connection Setting	Specifies the IP address of the device.
	<ul style="list-style-type: none"> <li>Image Folder Setting</li> </ul>	Changes the folder where the image is saved.   ... <b>Note</b> <i>A network drive cannot be specified.</i>
	<ul style="list-style-type: none"> <li>Viewer settings</li> </ul>	Changes the viewer that is opened from IP Scanner.
	<ul style="list-style-type: none"> <li>Sort settings</li> </ul>	Displays the Sort Setting dialog box. Refer to “Sort Settings dialog box” on page 10-11.
	<ul style="list-style-type: none"> <li>Divided settings</li> </ul>	Displays the Divided Setting dialog box. Refer to “Divided Settings dialog box” on page 10-14.
	<ul style="list-style-type: none"> <li>Notify Settings</li> </ul>	Displays the Notify Setting dialog box. Refer to “Notify Settings dialog box” on page 10-17.
	<ul style="list-style-type: none"> <li>Selected folder as saving location</li> </ul>	Specifies the displayed folder as the save destination.
	<ul style="list-style-type: none"> <li>Configure Arrival Notification</li> </ul>	Specifies the displayed folder as the notification folder for computer reception notifications.
	<ul style="list-style-type: none"> <li>Show dialogue after received</li> </ul>	Displays a dialog box to notify that the image was received.
8	<ul style="list-style-type: none"> <li>Notify other PC after received</li> </ul>	Sends a notification informing a different computer that the image was received.
	Help	
	<ul style="list-style-type: none"> <li>Computer Information</li> </ul>	Displays the IP address of the computer and the SMTP port of Image Receiver.
	<ul style="list-style-type: none"> <li>Help</li> </ul>	Displays help for IP Scanner.
	<ul style="list-style-type: none"> <li>About This Product</li> </ul>	Displays the version information for IP Scanner.



## Scanner Settings dialog box

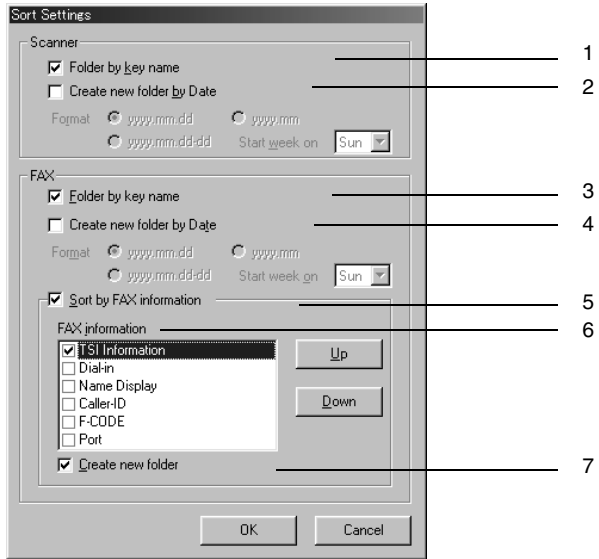


Number	Item Name	Description
1	"Scanner Key Name" box	Type in the name of the scanner button that will appear on the copier. If the <b>Save folder as a key</b> check box in the main window was selected, a folder with the same name as the button is created on the computer.
2	"Scan Area" box	From the drop-down menu, select the size of the scanning area: "Auto", "A4P", "A4L", "A3P", "A5P", "A5L", "B4P", "B5P", "B5L", "FLS.", "Letter P", "Letter L", "11 × 17 P", "5 1/2 × 8 1/2 P", "5 1/2 × 8 1/2 L", "Legal P", "Exec. P" or "Exec. L". If "Auto detect" is selected, the scanning area is automatically determined according to the size of the document.

Number	Item Name	Description
3	"Quality" box	From the drop-down menu, select the scanning resolution: "Text 200dpi (Fine)", "Text 400dpi (Super Fine)", "Text 600dpi", "Photo 200dpi (GSR)", "Photo 400dpi (S-GSR)", "Photo 600dpi", "Text+Photo 200dpi", "Text+Photo 400dpi" or "Text+Photo 600dpi".
4	"Contrast" slider	Specify the scanning contrast.
5	"File Format" box	From the drop-down menu, select the format in which the file is saved: "TIFF-MMR (Text)", "TIFF-MH (Photo)", "PDF-MH (Photo)" or "PDF-MR (Text)". Depending on whether the data is encoded, some images may not be viewed on the computer. In that case, select an MH setting to improve the possibility of viewing the image. An amount of encoded data exists in image data; however, generally, MMR has more than MH.
6	"Specify File Name" parameter	If "Yes" is selected, a specified file name will be given to the image data when it is saved. If "No" is selected, the file will be saved with a name consisting of the device name and date that the image was scanned.
7	"File Name" box	Type in the name that the file will be saved with when <b>Specify File Name</b> is set to "Yes".
8	"2in1" group box	If "Yes" is selected, a two-page document is scanned and filed as a one-page scanned image. Available only if an automatic document feeder is used.
9	"Original" group box	Select whether the document is single-sided or double-sided. If "2 sided" is selected, the location of the binding margin and the document orientation can be specified.

Number	Item Name	Description
10	[Default] button	Reverts all parameters to their default settings.
11	[Save and Close] button	Saves the current settings and closes the Scanner Settings dialog box.
12	[Scanner Key Registration] button	Programs a button on the copier for specifying the location where the data is filed.

## Sort Settings dialog box

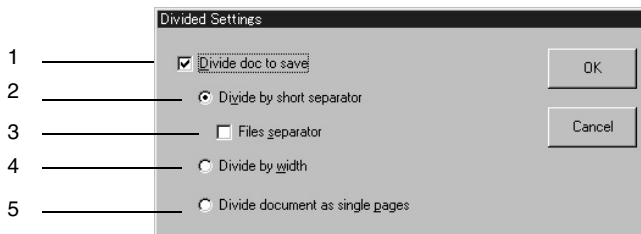


Num ber	Item Name	Description
1	"Folder by key name" check box	If this check box is selected, a folder with the same name as the button is automatically created when the scanner button is programmed. This check box is connected to the <b>Save folder as a key</b> check box in the main window.


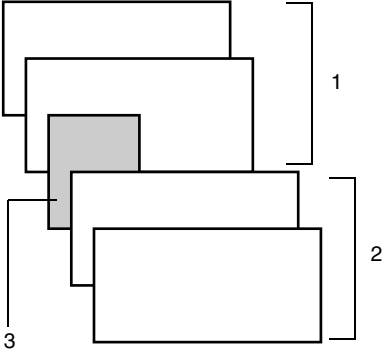
Number	Item Name	Description
2	"Create new folder by Date" check box	<p>If this check box is selected, a folder is created with a name that is the same as the date that the image was sent from the copier and the data is saved in that folder. The format of the date can be specified. Example: For December 24, 2003</p> <ul style="list-style-type: none"> <li>• "yyyy.mm.dd": Ex. 2003.12.24</li> <li>• "yyyy.mm": Ex. 2003.12</li> <li>• "yyyy.mm.dd-dd": Ex. 2003.12.22-28</li> </ul> <p>*If a day is selected: (A week is considered to be 7 days from the selected day. However, at the end of the month, the month will not be straddled.)</p>
3	"Folder by key name" check box	<p>If this check box is selected and a received fax document is transferred to IP Scanner, a folder with the same name as the button is automatically created when the scanner button is programmed. This check box functions independently of the <b>Save folder as a key</b> check box in the main window. Refer to <i>"Forwarding a Received Fax to IP Scanner"</i> on page 11-3.</p>
4	"Create new folder by Date" check box	<p>If this check box is selected, a folder is created with a name that is the same as the date that the fax was received and the data is saved in that folder. The format of the date can be specified. Example: For December 24, 2003</p> <ul style="list-style-type: none"> <li>• "yyyy.mm.dd": Ex. 2003.12.24</li> <li>• "yyyy.mm": Ex. 2003.12</li> <li>• "yyyy.mm.dd-dd": Ex. 2003.12.22-28</li> </ul> <p>*If a day is selected: (A week is considered to be 7 days from the selected day. However, at the end of the month, the month will not be straddled.)</p>
5	"Soft by FAX information" check box	<p>If this check box is selected, a folder is created using the recipient information of the fax and the data is saved in that folder.</p>

Number	Item Name	Description
6	"Fax information" list	Click the [Up] button and the [Down] button to select the fax information that will be used to classify the data. From the selected items, the items at the top of the list will be given priority when the data is classified.
7	"Create a new folder" check box	If this check box is selected and there is no folder created with transmission source information for the recipient's fax, a folder is created with the transmission source information of a new fax and the document (image data) is saved in that folder.


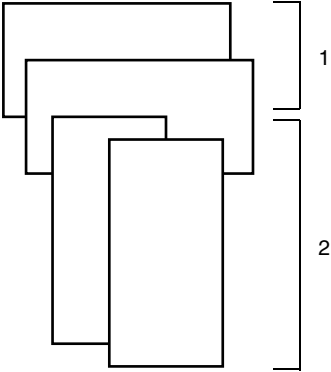
## Divided Settings dialog box



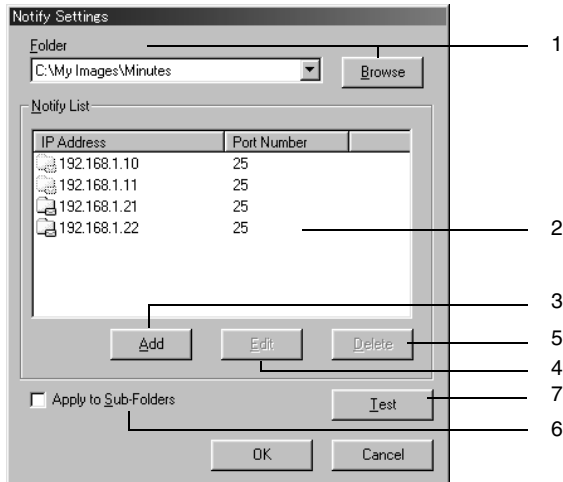
Number	Item Name	Description
1	"Divide doc to save" check box	If this check box is selected, the scanned document is separated and saved as individual files. This enables you to scan in a single operation a document that will be saved as separate files.

Number	Item Name	Description
2	“Divide by short separator” setting	<p>If this setting is selected and documents of different lengths are scanned, those documents are identified as interleaves separating the document that are saved as separate files.</p> <p>This setting is available only if the <b>Divide doc to save</b> check box is selected.</p> <p> ...</p> <p><b>Note</b>  <i>Load the documents so that the left sides of the pages (leading edges) are aligned.</i></p>  <p>1 Document 1  2 Document 2  3 Interleaf (document with a different length)</p>
3	“Files separator” check box	<p>If this check box is selected, the documents inserted as interleaves are also saved as image data.</p> <p>This check box is available only if the <b>Divide by short separator</b> setting is selected.</p>

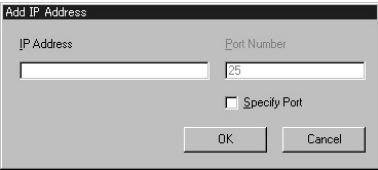



Number	Item Name	Description
4	"Divide by width" setting	<p>If this setting is selected and documents of different widths are scanned, the documents of the same width are saved together as separate files.</p> <p>This setting is available only if the <b>Divide doc to save</b> check box is selected.</p> <p> ...</p> <p><b>Note</b>  <i>Load the documents so that the top edges of the pages (edges toward the rear of the machine) are aligned.</i></p>  <p>1 Document 1 2 Document 2</p>
5	"Divide document as single pages" setting	<p>If this setting is selected, each page of the scanned document is saved as a separate file.</p>

## Notify Settings dialog box

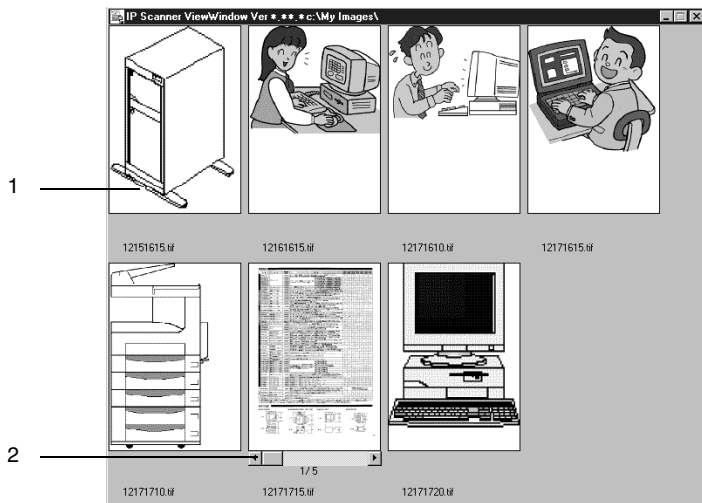


Number	Item Name	Description
1	“Folder” and “Browse” box	Select the folder where image data will be saved.
2	“Notify List”	Displays information on the notification destination specified for the folder selected in the list. A faint icon beside a folder indicates that the notification destination is set for the containing folder.

Number	Item Name	Description
3	[Add] button	<p>Adds a notification destination. Type in the IP address of the computer that will receive the notification, and then click the [OK] button.</p> <p>If a port number is specified, select the “Specify Port” check box, and then specify the port number.</p> <p>Specify the SMTP port number used by Image Receiver on the computer to receive the notification. Normally, “25”.</p> 
4	[Edit] button	<p>The selected notification destination can be corrected or changed.</p> <p>Folders (faint icons) where a notification destination is set for the containing folder cannot be edited.</p>
5	[Delete] button	<p>Deletes the selected notification destination.</p> <p>Folders (faint icons) where a notification destination is set for the containing folder cannot be deleted.</p>
6	“Apply to Sub-Folders” check box	<p>If this check box is selected, the same notification settings are applied to all sub-folder contained in the selected folder.</p>

Number	Item Name	Description
7	[Test] button	<p>Sends a test notification to the selected notification destination. The following dialog box appears on the computer specified as the notification destination. Image Receiver must be started up on the computer specified as the notification destination. In addition, a test notification cannot be sent to a notification destination (faint icon) specified as a containing folder.</p> 

## ViewWindow



Number	Description
1	Click an image to view the file.
2	Appears when the file contains multiple pages. Click ◀ and ▶ to change the page.

**Note**

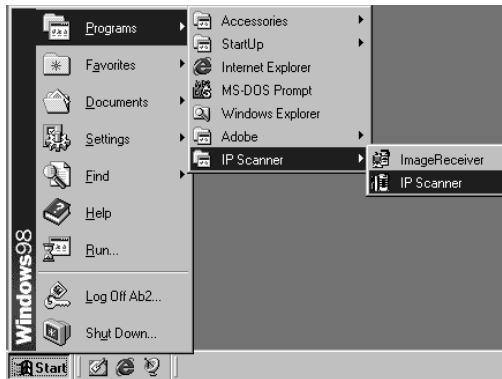
*JBIG-encoded TIFF files cannot be displayed.*

*Images created with a device other than this copier (for example, with a computer) may not be displayed.*

## 10.3 Basic Transmission

### Programming the scanner button (from the computer)

- 1 On the computer, start up IP Scanner.
  - “Start” → “Programs” → “IP Scanner” → “IP Scanner”

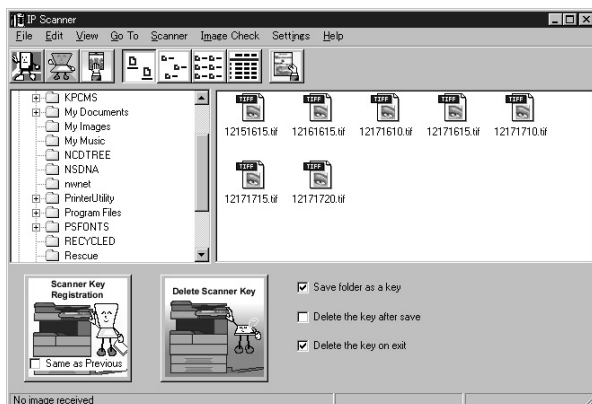


- 2 Type in the IP address of the main device, and then click the [OK] button.

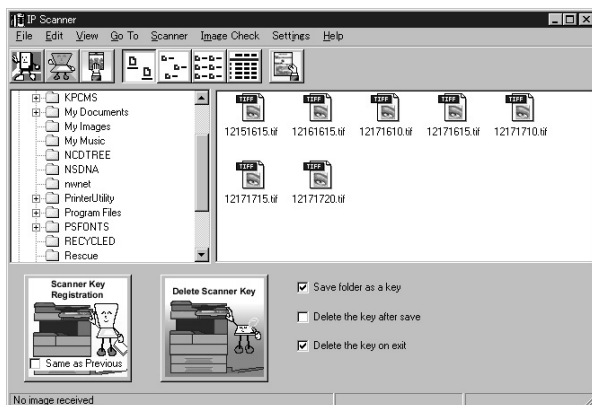


- If the IP address of the main unit has been set, this operation is not required.

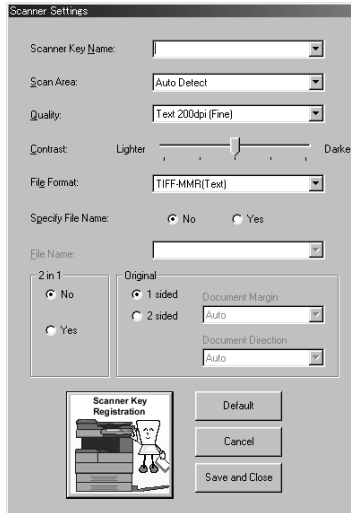
The main window appears.



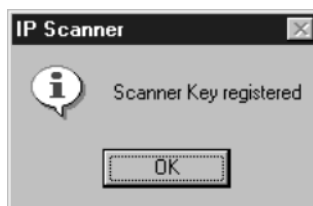
- 3 Check that Image Receiver has started up.
  - Normally, Image Receiver starts up automatically when Windows starts up.
  - If Image Receiver has not started up, start it up as described below.
    - “Start” → “Programs” → “IP Scanner” → “Image Receiver”
- 4 In the main window, click the [Scanner Key Registration] button.



- 5 In the “Scanner Key Name” box on the Scanner Settings dialog box, type in the name.



- 6 Specify the settings for “Scan Area”, “Quality”, and “Contrast”, and then click the [Scanner Key Registration] button.
- 7 Click the [OK] button.

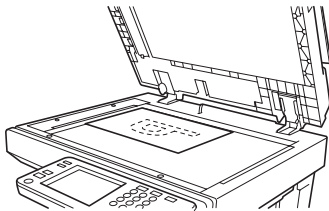
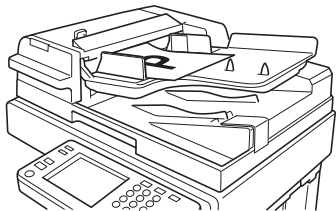


The scanner button on the copier is programmed.

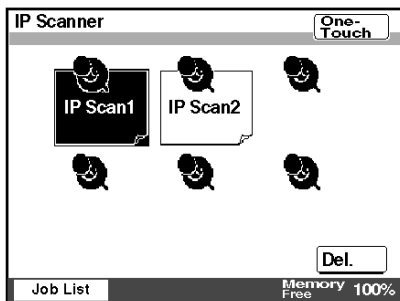


## Scanning documents (from the copier)

- 1 Position the document(s) to be scanned.



- 2 Press the [Extra Scan] key.
- 3 Touch the scanner button for the destination of the scan.



- 4 Press the [Start] key.



### Note

Only one scanner button can be programmed from a single computer (same IP address).

A maximum of six scanner buttons on a copier can be programmed.

If the maximum number of scanner buttons is reached, they can be deleted from the touch panel.

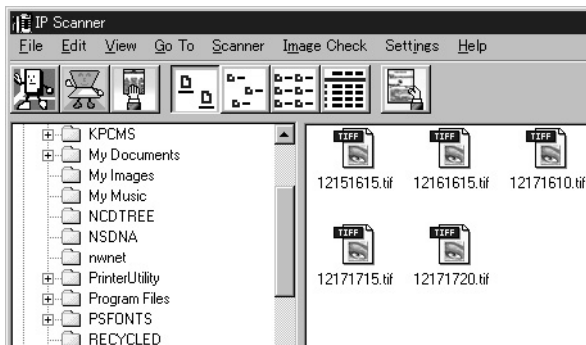
Select the scanner button that you wish to delete, and then touch [Del.].

When a scanner button is deleted from the touch panel, the message "Ready" remains displayed on the computer. If this occurs, click the [Delete Scanner Key] button from the computer, and then follow the instructions that appear to return to the Scanner Settings dialog box.

## Viewing the scanned image (from the computer)

- In the main window, select the image file that you wish to view, and then double-click it.

The software corresponding to the TIFF or PDF file format starts up.



### Tip

*The transmitted image is received by the Image Receiver, and saved by IP Scanner as an image file in the “My Images” folder. If the “Save folder as a key” check box in the main window was selected, a new folder with the same name as the button is created and the image file is saved in that folder.*

*Click the [Thumbnails] button to display a list of thumbnails for all TIFF and PDF files in the opened folder. Click a thumbnail to display the file.  
→ Refer to “ViewWindow” on page 10-20.*

*If the “Show dialogue after received” setting is selected, the file can be displayed by selecting [Details]-[Open] in the dialog box that appears at transmission.*



# 11 Distribution of Fax Documents

## 11.1 Specifying the Setting

The following information must be registered and settings must be specified in order to distribute documents received as faxes.

Parameter	Page Reference
To manage documents <ul style="list-style-type: none"> <li>• F-Code</li> <li>• RX Doc. Settings</li> <li>• Forwarding Destination</li> </ul>	Refer to <i>“Specifying the procedure for received documents (“Doc. Manage.” function)” on page 13-33.</i>
To register the e-mail address of a distribution destination in a one-touch key	Refer to <i>“Registering a Recipient” on page 4-9.</i>

### F codes

F codes are mailbox functions, such as “SUB” (sub-addresses) and “PWD” (passwords), regulated by the G3 standards of the ITU-T (International Telecommunication Union). F codes are specified using the keypad keys (0 through 9, \* and #) depending on use, as described below.

- SUB: Specify when transmitting using F codes.
- SID/PWD: Specify when limiting the recipient/caller with a password.

**Tip**

*Forwarding destinations are prioritized in the following order: "Dial-in", "Caller-ID", "F-Code", "Reception Port" or "Public Document".*

*By specifying a one-touch key as a forwarding destination, the received fax will be forwarded as TIFF or PDF image data.*

*F codes are used in various other ways, such as a mailbox or a bulletin board.*

*When specifying F codes, we recommend using control number, for example, to classify the data by function.*

## 11.2 Forwarding a Received Fax to IP Scanner

- Image data received from a fax machine on a common telephone line can be converted to a TIFF or PDF image file, then forwarded to the IP Scanner on the computer.
- In order to transfer a received fax document to IP Scanner, the following settings must be specified.

Item	Page Reference
To manage documents <ul style="list-style-type: none"> <li>• F-Code</li> <li>• RX Doc. Settings</li> <li>• Forwarding Destination</li> </ul>	Refer to “ <i>Specifying the procedure for received documents (“Doc. Manage.” function)”</i> on page 13-33.
To register the IP address of a distribution destination in a one-touch key	Refer to “ <i>Registering a Recipient”</i> on page 9-3.

- If the “Sort by FAX information” check box on the dialog box displayed by selecting [Sort Settings] on the [Settings] menu of IP Scanner is selected, a folder is created with a name that is the same as the transmission source information (telephone number, etc.) for the received fax document and the image file is saved in that folder.



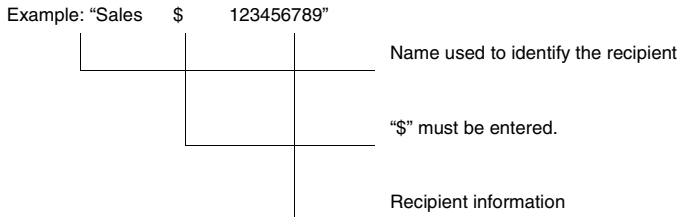
### Note

*If the recipient information contains characters that cannot be used in folder names (\ / : \* ? " < > or |), a folder is not created by using the recipient information. In this case, the image file is saved in a folder with the name of the button or the date. (If there are characters that cannot be used in the folder name created from the name of the button, they are replaced with “\_” (underline).) However, if the “Folder by key name” check box or the “Create new folder by Date” check box is not selected, the data is saved in the folder “My Images”.*

*If the forwarding destination computer is not turned on or if Image Receiver has not started up, the fax document that was forwarded cannot be received and the forwarded image file is lost.*

- If it is difficult to identify the recipient from a folder name created with only the recipient information, for example, if the recipient information (transmission source information) contains only a telephone number, a more easily identifiable name can be added in front of the recipient information.

To change the folder name, use the [Rename] command in Windows.



To change the folder name

1. Right-click the folder that you wish to rename.
2. Select [Rename].
3. In front of the recipient information, type in "\$" and the name for identifying the recipient.

## 11.3 Forwarding to IP Scanner

- 1 In a one-touch key, register the IP address of the computer where the data will be forwarded.
  - Refer to *"Registering a Recipient"* on page 9-3.
- 2 Specify the document management settings.
  - Refer to *"Specifying the procedure for received documents ("Doc. Manage." function)"* on page 13-33.
- 3 In the Sort Settings dialog box in IP Scanner, specify the folder for filing.
  - Refer to *"Using IP Scanner"* on page 10-1.
- 4 When a fax document is received, the document is forwarded to the specified folder on the computer according to the specified document management conditions.

## 11.4 Sending a Fax to a Recipient

If F codes are used to distribute received faxes, the sender must add an F code that specifies the user when sending the fax.

- Inform the sender of the F code (SUB) (maximum 20 characters) and F code password (SID/PWD) (maximum 20 characters). For details on specifying the F code from the receiver's fax machine, refer to the instruction manual for the sender's fax machine.



...

**Note**

*This function is not available with models that are not compatible with F codes.*





## 12 Network Fax Transmission



### Note

The “Gate Way TX” parameter on the Network Settings screen must be set to “Yes”. → Refer to “Scanner Settings screen” on page 3-16.

Network FAX must first be installed onto the computer.

For details on installing Network FAX, refer to the Network FAX User’s Manual.

### 12.1 Network FAX Utility

- For details on the initial setup and operation of Network FAX, refer to the Network FAX User’s Manual.
- For [Setup]-[Fax Setup] dialogue of Network Fax, set the following items in the same way as items for the network configuration of this device.

Parameters from [Setup]-[Fax Setup] in Network FAX	Copier Network Settings Screen Parameters
Fax Domain	Self-domain Name
Fax IP Address	IP Address

- The recipients are specified as telephone (fax) numbers or e-mail addresses.
- If both fax numbers and e-mail addresses are specified as recipients, broadcast transmission is possible.
- Specify an e-mail address to send an e-mail with TIFF image data attached.

### 12.2 Operation

- There are no operations that can be performed from the copier. Perform direct fax transmissions from Network FAX installed on the computer.  
For details on operating Network FAX, refer to the Network FAX User’s Manual.



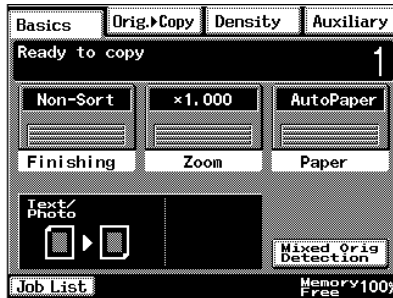
# 13 Specifying Management Settings

## 13.1 Specifying the Initial Screen

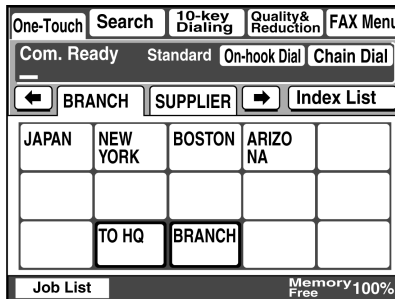
The first screen that is displayed before the copier is operated is called the standby screen.

The standby screen can be set to the copy screen, the fax screen, the scan screen or any screen, according to the operation that is being performed.

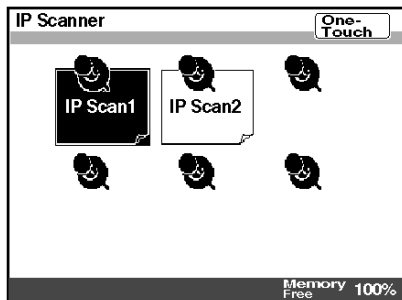
Copy Screen: The copy screen is recommended if the unit is mainly being used as a copier.



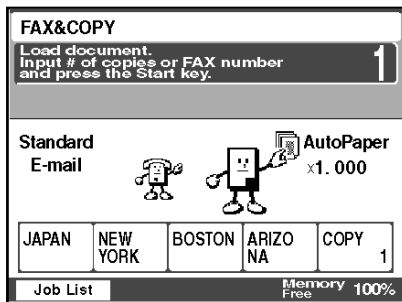
Fax Screen: The fax screen is recommended if the unit is mainly being used for sending faxes and e-mails. In addition, the fax screen that is given priority can be selected.  
page 13-4



**Scanner Screen:** The scan screen is recommended if the unit is mainly being used as a scanner.



**Auto Mode Screen:** The screen that is used is displayed, regardless of whether the unit is being used for faxing or copying.

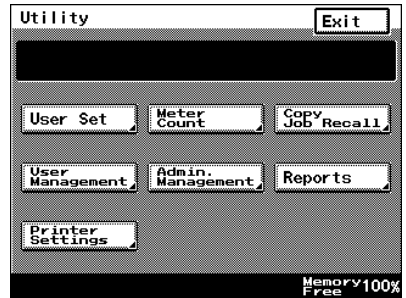


### Precautions

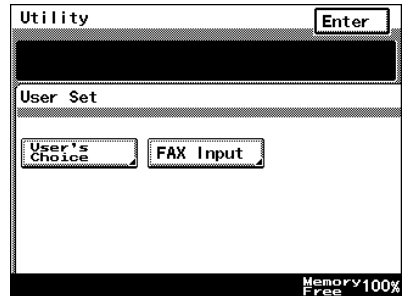
- The factory setting is the Copy screen.
- Before changing the default screen, perform the auto panel reset operation. (Refer to “Changing Default Settings” in the Advanced Operations volume of the copier’s User Manual.)

### Specifying the setting

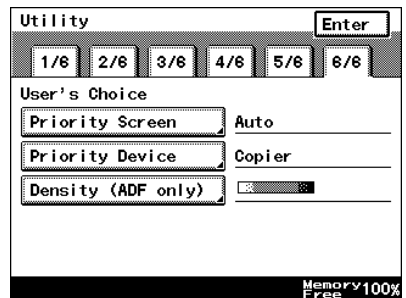
- 1 Press the [Utility] key.
- 2 Touch [User Set].



- 3 Touch [User's Choice].

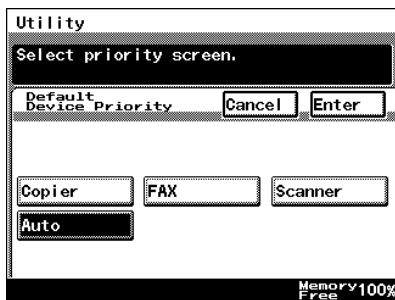


- 4 Touch [6/6], and then touch [Priority Screen].



- 5 Touch [Default Device Priority].

- 6 Select the screen that you wish to have priority, and then touch [Enter].

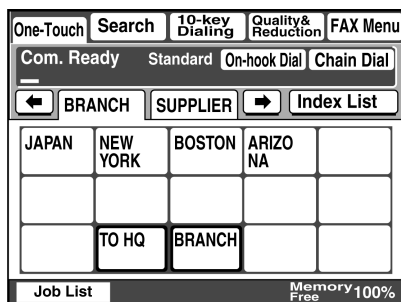


- 7 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

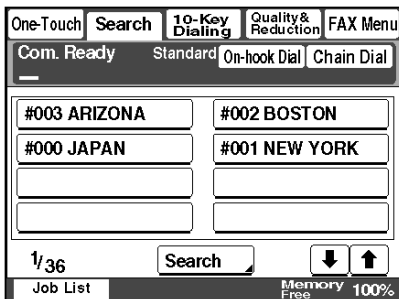
## 13.2 Specifying the Initial Recipient Selection Screen

The initial screen that is displayed when the [Fax/Scan] key is pressed can be set to the One-Touch screen, the Search screen, the 10-Key Dialing screen or the Index screen, according to the operation that is being performed.

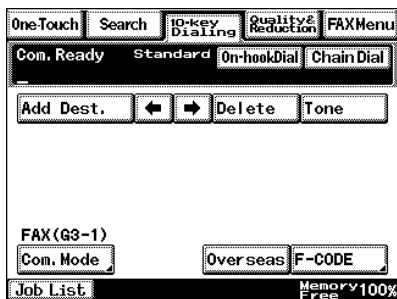
- One-Touch: The One-Touch screen is displayed when the [Fax/Scan] key is pressed.
- For a copier, press the [Scan] key.



- Search: The Search screen is displayed when the [Fax/Scan] key is pressed.
- For a copier, press the [Scan] key.

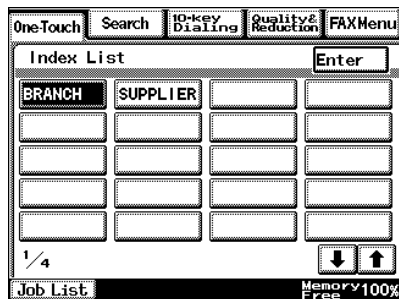


- 10-Key Dialing: The 10-Key Dialing screen, which allows the recipient to be entered, is displayed when the [Fax/Scan] key is pressed.
- For a copier, press the [Scan] key.





- Index: The screen containing the list of indexes is displayed when the [Fax/Scan] key is pressed.
- For a copier, press the [Scan] key.

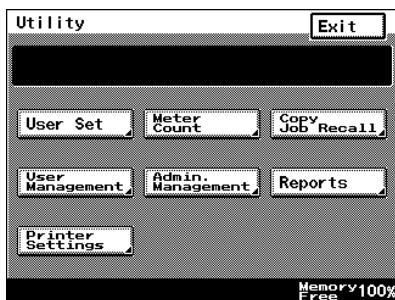


#### Precautions

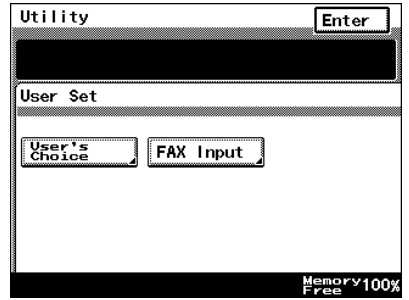
- The factory setting is “One-touch”.
- Before changing the default fax screen, perform the auto panel reset operation. (Refer to “Changing Default Settings” of the copier’s User Manual.)
- If the “Priority FAX Screen” parameter is set to “Index”, the Index screen is given priority when displaying screens for registering one-touch keys and fax programs.

#### Specifying the setting

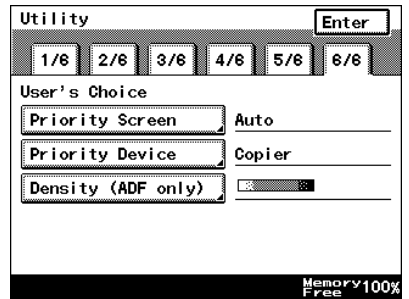
- 1 Press the [Utility] key.
- 2 Touch [User Set].



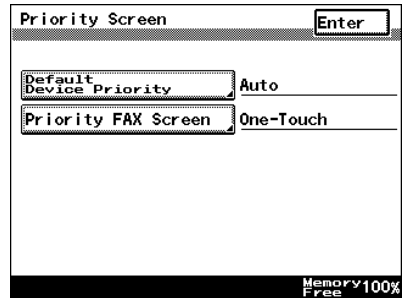
- 3 Touch [User's Choice].



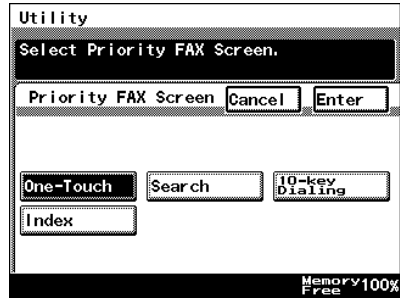
- 4 Touch [6/6], and then touch [Priority Screen].



- 5 Touch [Priority FAX Screen].



- 6 Select the screen that you wish to have priority, and then touch [Enter].



- 7 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

### 13.3 Viewing Counters (“Meter Count” Function)

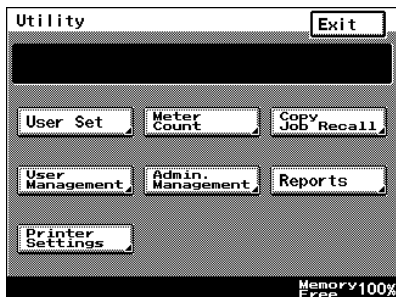
A list of counters can be displayed, showing the total number of copies printed since the copier was installed.

#### “Meter Count” Function

- **Total:** This counter shows the total number of copies and printouts made since the copier was installed.
- **Copier Total:** This counter shows the total number of copies made.
- **Copier Size:** This counter shows the total number of copies made on the specified paper size. (The paper size that is counted should be set by the service representative.)
- **Copier 2-Sided:** This counter shows the total number of double-sided copies made.
- **Printer Total:** This counter shows the total number of printouts made.
- **Printer Size:** This counter shows the total number of printouts made on the specified paper size. (The paper size that is counted should be set by the service representative.)
- **Printer 2-Sided:** This counter shows the total number of double-sided computer printouts made.
- **Scanner:** This counter shows the total number of pages that have been scanned.
- **Accounts Total:** This counter shows the total number of pages printed by each account that is currently used. (This counter only appears if accounts have been specified.)

## Viewing counters

- 1 Press the [Utility] key.
- 2 Touch [Meter Count].



- 3 Check the counters, and then touch [Exit].

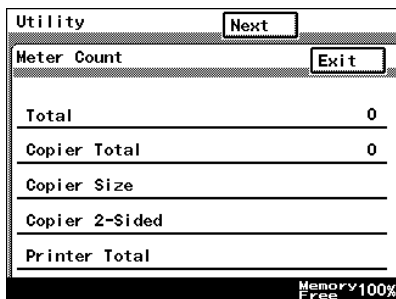


### Note

*There are two Meter Count screens.*

*To view the other screen, touch [Next].*

*To return to the previous screen, touch [Back].*



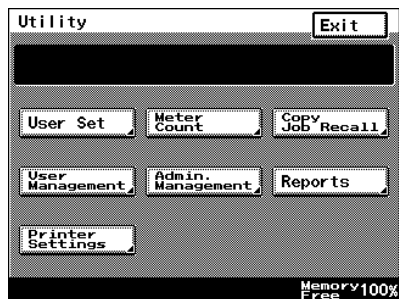
- 4 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

## 13.4 Displaying the Administrator Management screen

The procedure for displaying the Administrator Management screen, which contains various operations that can be performed or functions whose settings are specified by the administrator, is described below.

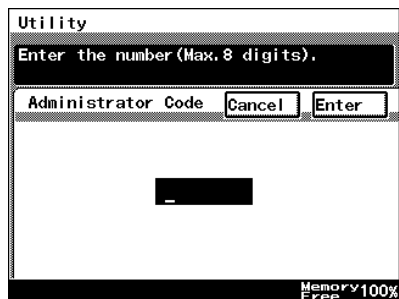
### Displaying the Administrator Management screen

- 1 Press the [Utility] key.
- 2 Touch [Admin. Management].

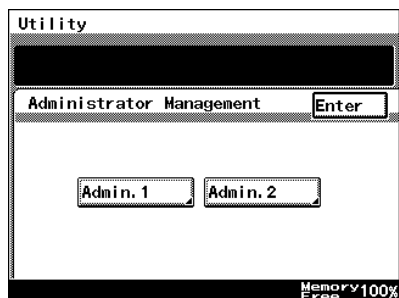


- 3 Type in the administrator access code (maximum 8 digits), and then touch [Enter].

Refer to "Specifying Administrator Settings" in the Advanced Operations volume of the copier's User Manual.



- 4 Touch [Admin. 1] or [Admin. 2], and then select the operation that you wish to perform or the function whose setting you wish to specify.



- 5 After performing the operation or specifying the setting for the function, continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

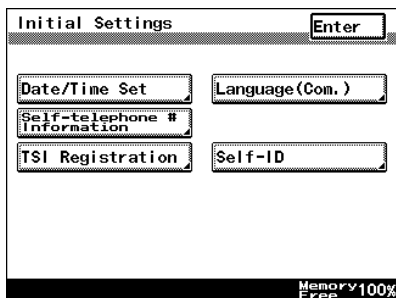
## 13.5 Specifying the Date and Time

Before using the copier, be sure to specify the date and time.

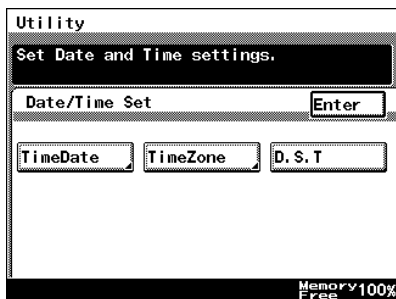
This is required in order to send e-mail messages at a specified time or to record the correct time in reports.

### Setting the date and time

- 1 Touch [Admin. 1], and then touch [Initial Settings].
  - Refer to “*Displaying the Administrator Management screen*” on page 13-11.
- 2 Touch [Date/Time Set].



- 3 Touch [TimeDate].



- 4 Type in the date and time, and then touch [Enter].



### Tip

To specify the settings:  
Touch [Year], [Month], [Day], [Hour] or [Min.].  
Specify the time in the 24-hour format.

To change the date or time, touch the button for the value that you wish to change ([Year], [Month], [Day], [Hour] or [Min.]), and then correct the value.

To change the entered value:

Press the [C] (clear) key, and then type in the new value.

- 5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

## Setting the time zone

Specify the time difference from Greenwich Mean Time, which is added to the header of mails that are sent. (The time difference can be adjusted in 30-minute intervals.)

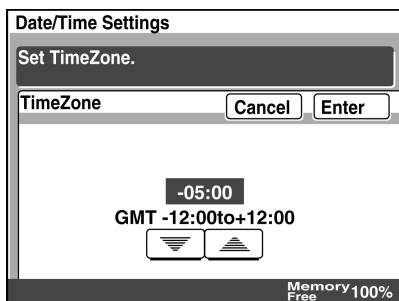
- 1 Touch [Admin. 1], and then touch [Initial Settings].
  - Refer to “Displaying the Administrator Management screen” on page 13-11.
- 2 Touch [Date/Time Set].



- 3 Touch [TimeZone].

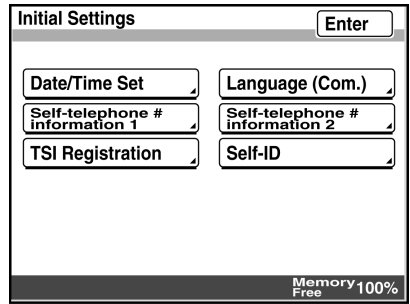


- 4 Touch [▲] and [▼] to select the desired time zone, and then touch [Enter].
- 5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

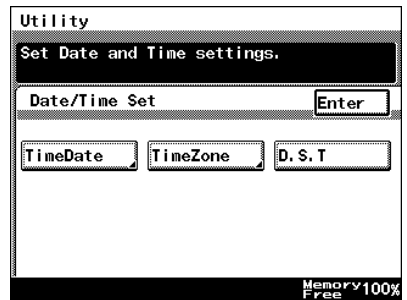


## Setting the Daylight Saving Time

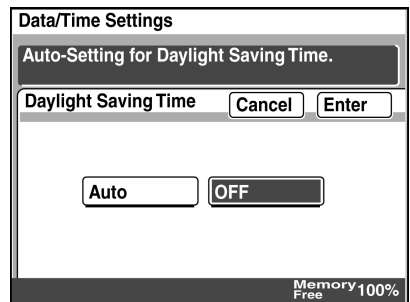
- 1 Touch [Date/Time Set].



- 2 Touch [D.S.T.].



- 3 Select [Auto] or [OFF] for Daylight Saving Time and then touch [Enter].



- 4 Touch [Enter] repeatedly until the screen returns to the stand-by screen (initial screen).

## 13.6 Specifying the Language of the Reports and the Transmission Source Name

The language used for the TSI source name and for the reports can be specified.

### Specifying the setting

- 1 Touch [Admin. 1], and then touch [Initial Settings].
  - Refer to *"Displaying the Administrator Management screen"* on page 13-11.
- 2 Touch [Language (Com.)].



- 3 Select the desired language, and then touch [Enter].
- 4 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

## 13.7 Programming the Transmission Source Name

The procedure for specifying the name of the user (transmission source name) is described below.

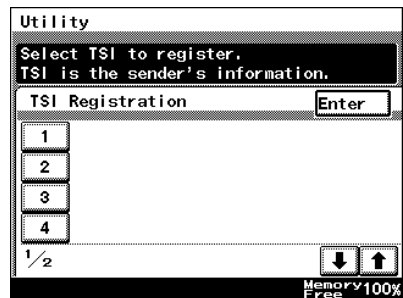
The transmission source name is used to notify the recipient of the name of this transmission source.

### Precautions

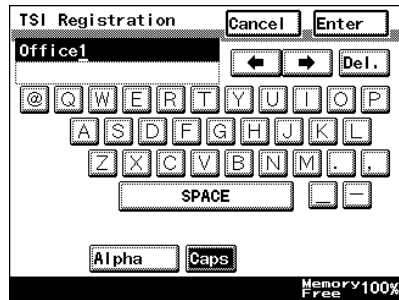
- A maximum of eight transmission source names can be registered. Since multiple transmission source names can be registered, a different transmission source name can be used for different recipients or for different accounts. Refer to *“FAX Menu Screen” on page 8-19*.
- The transmission source name can contain a maximum of 40 characters.
- The transmission source name is printed at the top of sent documents.
- The registered transmission source name can be changed by following the same procedure used to register it.

### Registering the transmission source name

- 1 Touch [Admin. 1], and then touch [Initial Settings].
  - Refer to *“Displaying the Administrator Management screen” on page 13-11*.
- 2 Touch [TSI Registration].
- 3 Select the number where you wish to register the transmission source name.



- 4 Type in the transmission source name, and then touch [Enter].



- 5 Check the information to be registered, and then touch [Enter].

**Tip**

*To correct the registered name, touch the button for the desired number, and then re-register the name.*

- 6 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

## 13.8 Specifying Network Settings for Accounts

By registering accounts, the number of prints can be restricted for each account or, if access codes are specified, unauthorized use of the copier can be restricted. By managing the accounts, the transmission of anonymous e-mail can be prevented.

The procedure for specifying network settings for accounts is described below.

For details on specifying account management settings, refer to “Account Management Operations” in the Advanced Operations volume of the copier’s User Manual.

In order to specify network setting, certain software switch settings must be specified. For details on specifying software switch settings, refer to “*Specifying Report Output Settings*” on page 13-41.

- To identify which account sent e-mail messages are sent from (software switch: mode 366, bit 5 set to 1), specify the From e-mail address.
- To receive authentication from the POP3 server before the e-mail is sent to the SMTP server (software switch: mode 350, bit 6 set to 1), specify a POP3 user name and POP3 password.

### Specifying the setting

- 1 Touch [Admin. 1], and then touch [Account Reg].
- 2 Touch the button of the account whose settings you wish to specify.
- 3 Touch [Network Settings].
- 4 In the screen that appeared, the following settings can be specified.  
These settings are specified to prevent anonymous e-mail from being sent.
  - From e-mail address:  
Type in the e-mail address for the account.
  - POP3 User name:  
Type in the POP3 user name for the account.
  - POP3 Password: Type in the POP3 password for the account.
- 5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

The screenshot shows a utility screen titled "Utility". At the top, a dark bar contains the text "Network settings can be changed." Below this is a section titled "Network Settings" with an "Enter" button to its right. Underneath, there are three input fields: "From' E-mail Address", "POP3 User Name", and "POP3 Password", each with a dropdown arrow on its right side. At the bottom right of the screen, a status bar indicates "Memory Free 100%".

## 13.9 Specifying Transmission Settings

The procedure for specifying transmission settings, which are set by the administrator, is described below.

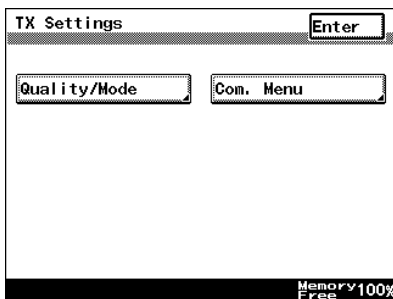
### 13.9.1 Transmission Settings

- |                            |   |
|----------------------------|---|
| Priority Quality:          | Specify the default resolution setting that is selected when an operation is finished. During the production of this unit, the “Standard” setting was selected.   |
| Priority Contrast:         | Specify the default contrast setting that is selected when an operation is finished. During the production of this unit, the “Normal” setting was selected.   |
| Com. Mode:                 | Specify the default communication mode that is selected when an operation is finished. During the production of this unit, the “G3-1” setting was selected.   |
| Default Transmission Mode: | Specify whether the transmission mode returns to memory transmission or immediate transmission when an operation is finished. During the production of this unit, the “Memory TX” setting was selected. This parameter is available only when sending faxes on a common telephone line. |
| Attach TSI:                | Specify whether the default transmission source name is selected when an operation is finished if multiple transmission source names are registered. During the production of this unit, the setting for the transmission source name registered at “1” was selected.                   |
| Rotation TX:               | Specify whether or not rotation transmission is selected when an operation is finished. During the production of this unit, the “ON” setting was selected.  |
| 2-Sided TX:                | Specify whether or not double-sided transmission is selected when an operation is finished, and specify the default binding margin settings for double-sided transmissions. During the production of this unit, the “No” setting was selected.  |



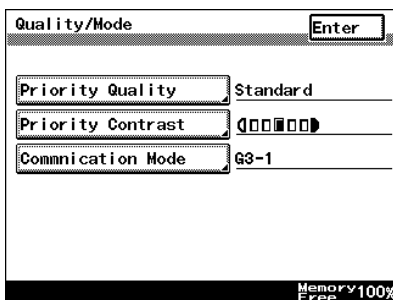
## 13.9.2 Specifying Transmission Settings

- 1 Touch [Admin. 1], and then touch [TX Settings].
  - Refer to “Displaying the Administrator Management screen” on page 13-11.
- 2 Specify settings for the various transmission parameters.

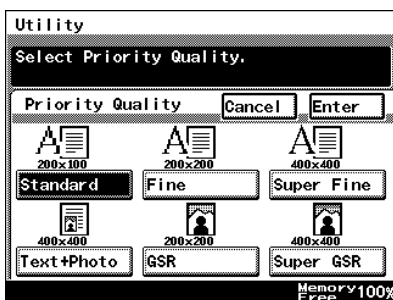


### Specify the default resolution

- 1 Touch [Quality/Mode].
- 2 Touch [Priority Quality].

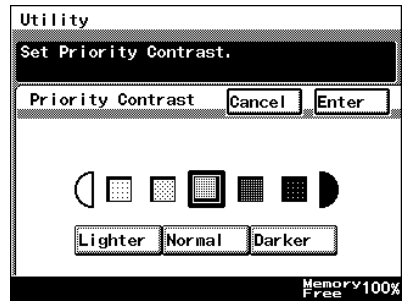


- 3 Select the resolution that you wish to specify as the default, and then touch [Enter].



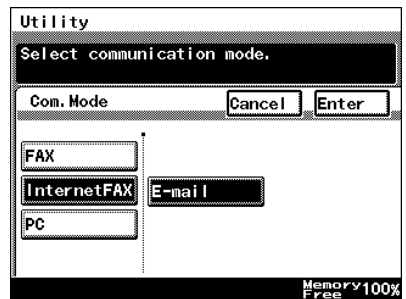
### Specify the default contrast

- 1 Touch [Quality/Mode].
- 2 Touch [Priority Contrast].
- 3 Select the contrast that you wish to specify as the default, and then touch [Enter].



### Specifying the default communication mode

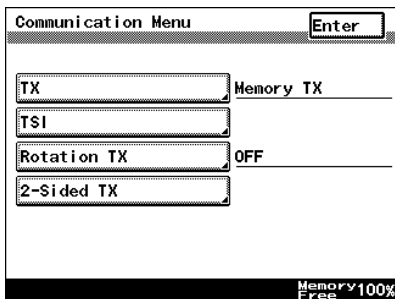
- 1 Touch [Quality/Mode].
- 2 Touch [Communication Mode].
- 3 Select the communication mode that you wish to specify as the default, and then touch [Enter].



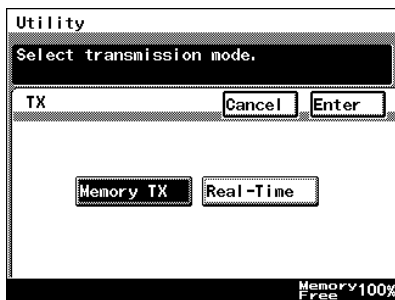
### Specifying the default transmission mode

1 Touch [Com. Menu].

2 Touch [TX].



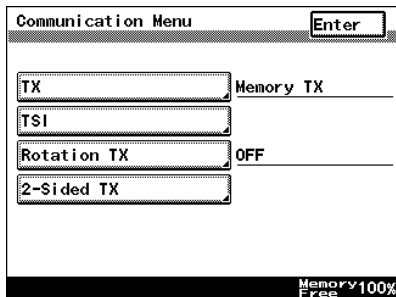
3 Select the transmission mode that you wish to specify as the default, and then touch [Enter].



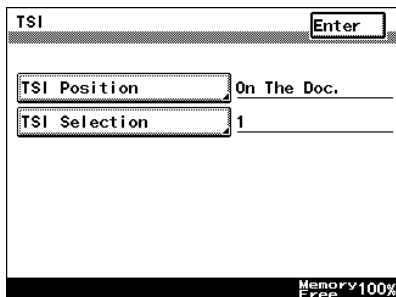
## Specifying the default method for attaching the transmission source name

1 Touch [Com. Menu].

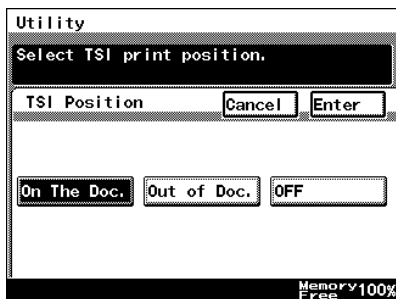
2 Touch [TSI].



3 Touch [TSI Position].



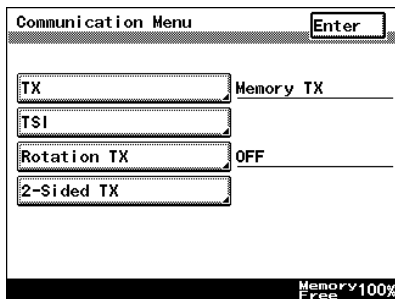
4 Select the method for attaching the transmission source name that you wish to specify as the default, and then touch [Enter].



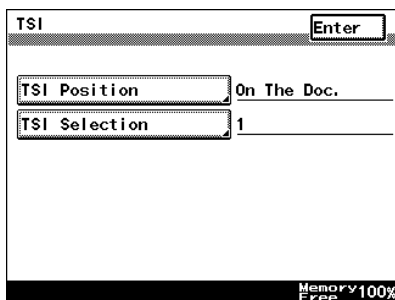
## Specifying the default transmission source name

1 Touch [Com. Menu].

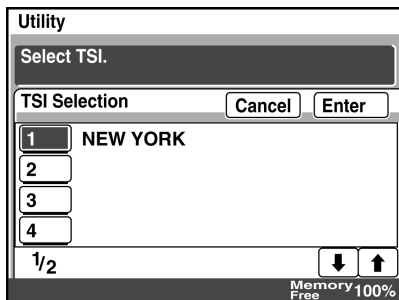
2 Touch [TSI].



3 Touch [TSI Selection].

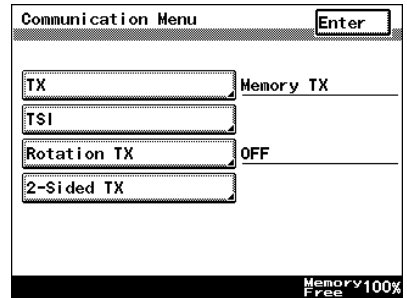


4 Select the transmission source name that you wish to specify as the default, and then touch [Enter].

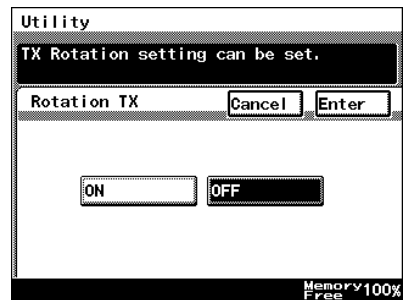


### Specifying the default rotation transmission setting

- 1 Touch [Com. Menu].
- 2 Touch [Rotation TX].

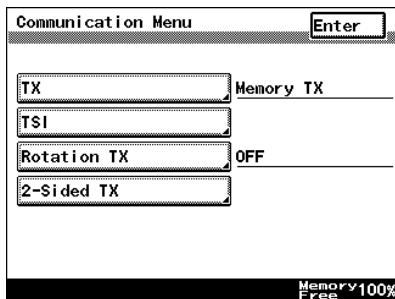


- 3 Specify whether ([ON]) or not ([OFF]) to perform rotation transmission, and then touch [Enter].

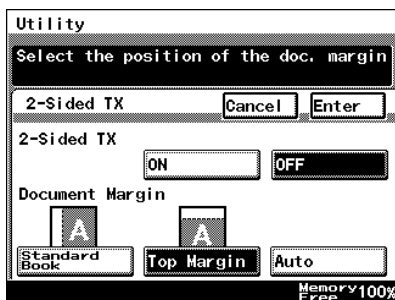


### Specifying double-sided transmission settings

- 1 Touch [Com. Menu].
- 2 Touch [2-Sided TX].



- 3 Specify whether ([ON]) or not ([OFF]) to allow double-sided transmissions, and then touch [Enter]. If "ON" is selected, specify the default binding margin settings.



## 13.10 Specifying that Received Documents Not Be Printed (“Memory Lock” Function)

If the setting not to print received fax documents (including Internet faxes and IP address faxes) is specified, they can all be printed at a later time.

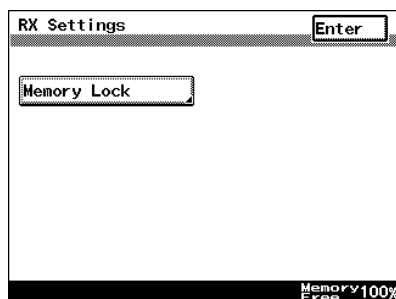
By specifying a time period when faxes are not printed or by restricting printing with a password, faxes, for example, those received at night, can be received at a safer time.

### Notes

- Printing can be stopped only for received faxes. Printing cannot be stopped for copies or computer printouts.
- The time period when faxes are not printed can be set by day.
- If a time period is specified, all documents saved while printing was stopped are automatically printed once printing restarts.
- To manually print a document, touch [Print Management] on the User Management screen, and then perform the necessary operation to begin printing.
- If printing is restricted with a password, touch [Memory Lock Password], and then register the password. If a password is not registered, printing can be restarted without entering a password.

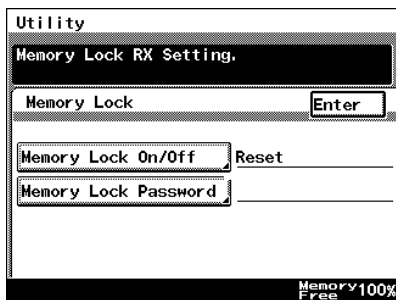
### Specifying the time to stop printing

- 1 Touch [Admin. 1], and then touch [RX Settings].
  - Refer to “*Displaying the Administrator Management screen*” on page 13-11.
- 2 Touch [Memory Lock].

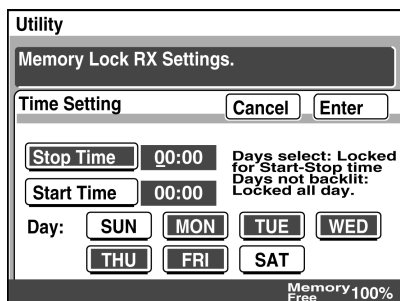




- 3 Touch [Memory Lock On/Off].



- 4 Touch the buttons for the days that printing will be stopped on.



- 5 Touch [Stop Time], and then use the keypad to type in the time for printing to begin.
- 6 Touch [Start Time], and then use the keypad to type in the time for printing to stop. Then, touch [Enter].
- To cancel the setting, touch [Cancel].



**Note**

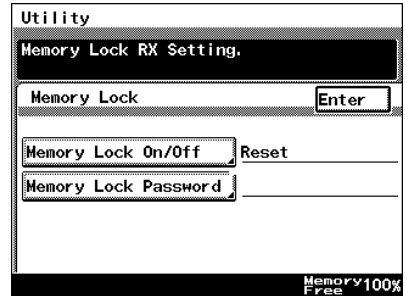
*When specifying the time, be sure to select the days.*

*The time setting is common for all days. Different time periods cannot be specified for different days.*

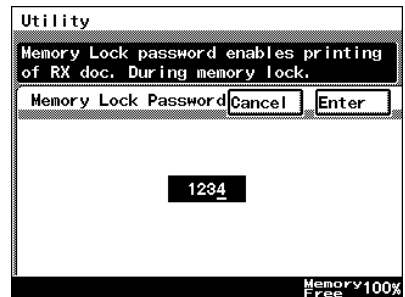
- 7 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

### Specifying the password to restrict printing

- 1 Touch [Admin. 1], and then touch [RX Settings].
  - Refer to “*Displaying the Administrator Management screen*” on page 13-11.
- 2 Touch [Memory Lock].
- 3 Touch [Memory Lock Password].



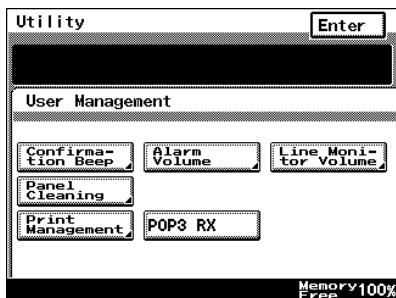
- 4 Use the keypad to type in the four-digit password to allow printing, and then touch [Enter].



- 5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

### Starting printing manually

- 1 Press the [Utility] key.
- 2 Touch [User Management].
- 3 Touch [Print Management].



- 4 Use the keypad to type in the four-digit password to allow printing, and then touch [Enter].

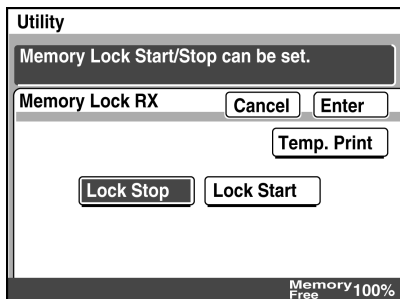


- 5 Touch [Lock Stop], and then touch [Enter].



#### Tip

To stop printing, touch [Lock On], and then touch [Enter]. To restart printing, touch [Temp. Print].



- 6 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

## 13.11 Specifying the procedure for received documents (“Doc. Manage.” function)

The procedure that is performed for received documents can be specified.

Received documents are classified as “F-Code”, “reception port” or “Public Document”, and a different procedure can be specified for each type of document.

### Classifications of received document

- **F-Code:** Specify the procedure that is performed when documents are received for each F code. A document with an F code assigned is received according to the procedure previously specified for the F code.
- **Port:** Specify the procedure that is performed when documents are received at each port.
- **Public Document:** Specify the procedure that is performed when regular documents (other than those mentioned above) are received.

### Document management

- **Print:** Select this setting to immediately print the document once it is received.
- **Forward:** Select this setting forward the received document to the specified destination.
- **Print and Forward:** Select this setting to immediately print the document once it is received and forward it to the specified destination.
- **Save To Box:** Select this setting to save the received document in a box without printing it.

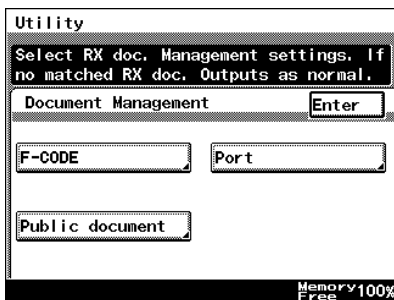
### Precautions

- The factory setting is “Print”.
- If a remote copy fax is received using a common telephone line, it is printed, regardless of the setting.
- The settings are prioritized in the following order: “F-Code”, “Port” or “Public Document”.

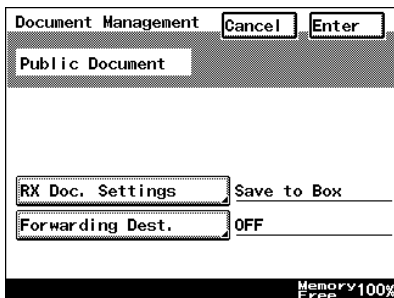
### For documents classified with “Public Document”

- 1 Touch [Admin. 1], and then touch [Doc. Manage.].
  - Refer to “*Displaying the Administrator Management screen*” on page 13-11.

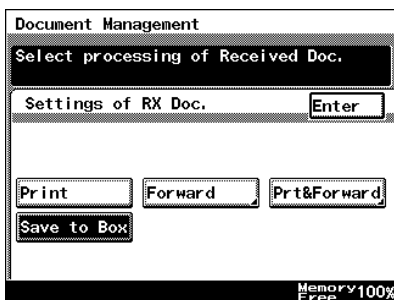
- 2 Touch [Public document].



- 3 Touch [RX Doc. Settings].



- 4 Select the procedure that should be performed.
  - If [Forward] or [Prt&Forward] was selected, also select a forwarding destination.
  - To specify multiple recipients, touch [Add Dest.], and then select the next recipient.



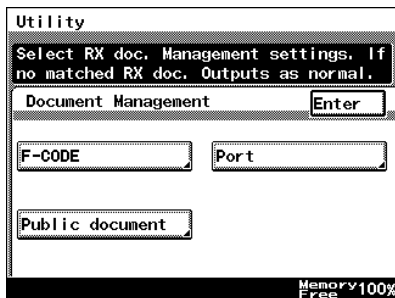
**Tip**

*To print a document saved in a box, search a document and print out at "Print" in "Doc." menu in "Job List".*

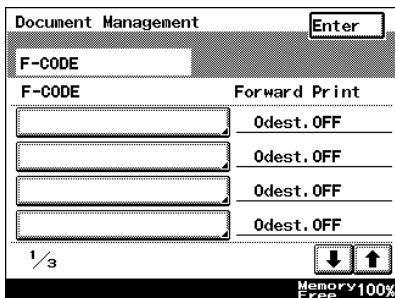
- 5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

### For documents classified with “F-Code”

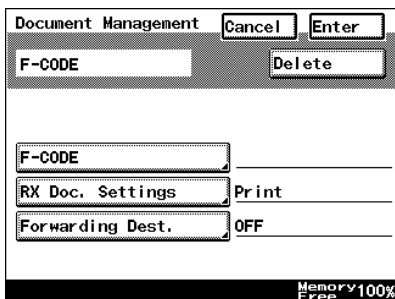
- 1 Touch [Admin. 1], and then touch [Doc. Manage.].
  - Refer to “*Displaying the Administrator Management screen*” on page 13-11.
- 2 Touch [F-CODE].



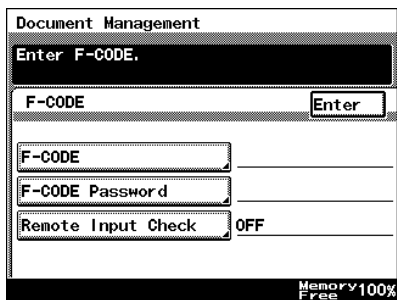
- 3 Touch the button to be registered.



- 4 Touch [F-CODE].
  - To delete the F code, touch [Delete].



## 5 Touch [F-CODE].

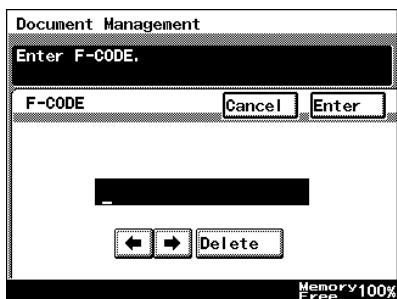


## 6 Use the keypad to type in the F code, and then touch [Enter].

**Tip**

To change a number, touch [←] and [→] to move the cursor to the number that you wish to change, and then touch [Delete] to erase the number above the cursor.

To erase all numbers, press the [C] (clear) key.



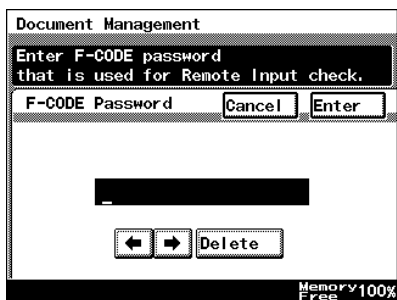
## 7 Touch [F-CODE Password].

## 8 Use the keypad to type in the F code password, and then touch [Enter].

**Tip**

To change a number, touch [←] and [→] to move the cursor to the number that you wish to change, and then touch [Delete] to erase the number above the cursor.

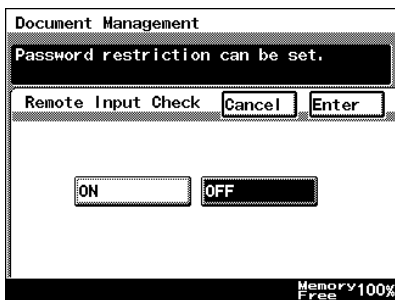
To erase all numbers, press the [C] (clear) key.



## 9 Touch [Remote Input Check].



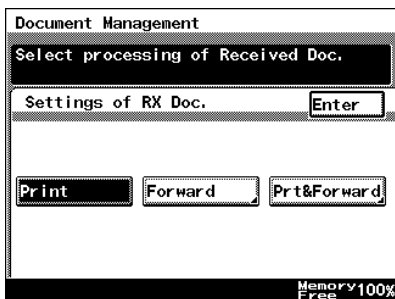
- 10 Touch either [ON] or [OFF], and then touch [Enter].



- 11 Check the F code settings, and then touch [Enter].

- 12 Touch [RX Doc. Settings].

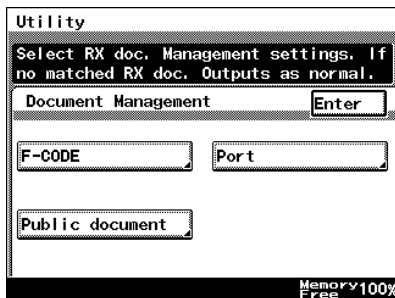
- 13 Select the procedure that should be performed.
- If [Forward] or [Prt&Forward] was selected, also select a forwarding destination.
  - To specify multiple recipients, touch [Add Dest.], and then select the next recipient.



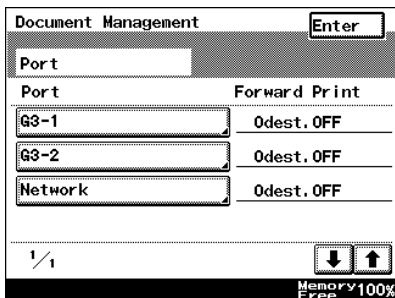
- 14 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

**For documents classified with “Port”**

- 1 Touch [Admin. 1], and then touch [Doc. Manage.].
  - Refer to “*Displaying the Administrator Management screen*” on page 13-11.
- 2 Touch [Port].



- 3 Select the port.



- 4 Touch [RX Doc. Settings].

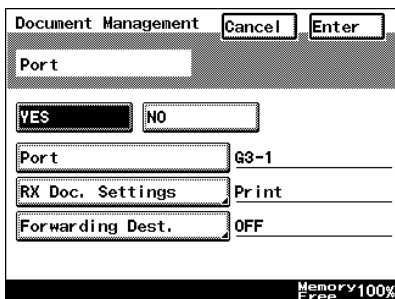
Yes:

Select this setting to apply the setting to each port.

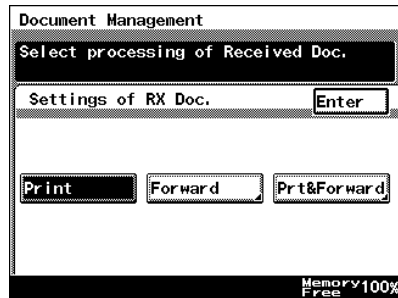
To specify how received documents are handled, select “Yes”. In addition, to change the way in which documents are handled or to change the forwarding destination, select “Yes”.

No:

Select this setting to not apply the setting to each port.



- 5 Select the procedure that should be performed.
- If [Forward] or [Prt&Forward] was selected, also select a forwarding destination.
  - To specify multiple recipients, touch [Add Dest.], and then select the next recipient.



- 6 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

## 13.12 Specifying Report Output Settings

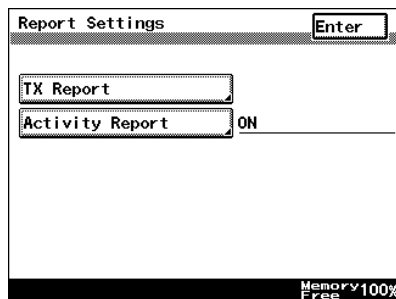
The procedure for specifying report settings, which are set by the administrator, is described below.

### Report settings

- TX Report: Select how to output the report showing the transmission result.  
The factory setting is “Single destination : If TX Fail, Multiple destination : If TX Fail”.
- Activity Report: Specify whether or not to automatically output the activity report with every 50 communications.  
The factory setting is “ON”.

### Specifying the setting for the “TX Report” parameter

- 1 Touch [Admin. 1], and then touch [Report Settings].
  - Refer to “*Displaying the Administrator Management screen*” on page 13-11.
- 2 Touch [TX Report].



- 3 Select how to output the report, and then touch [Enter].

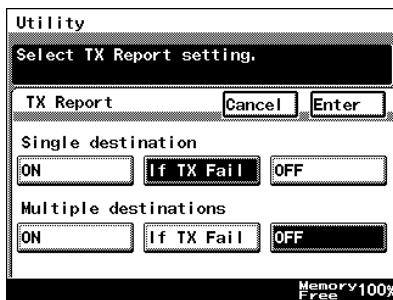
- Select how to output the transmission result report when there is only one recipient and when there are two or more recipients.

ON: Select this setting to automatically output a

transmission result report with every transmission.

If TX Fail: Select this setting to output the transmission result report only if the transmission failed.

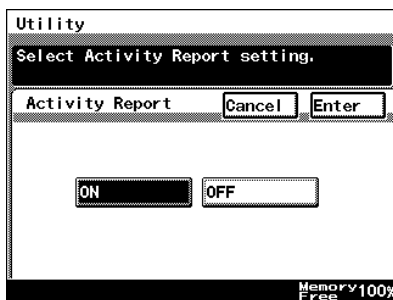
OFF: Select this setting to stop the transmission result report from automatically being outputted.



- 4 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

### Specifying the setting for the “Activity Report” parameter

- 1 Touch [Admin. 1], and then touch [Report Settings].
  - Refer to “*Displaying the Administrator Management screen*” on page 13-11.
- 2 Touch [Activity Report].
- 3 Touch whether (“ON”) or not (“OFF”) to automatically output the activity report, and then touch [Enter].



- 4 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

### 13.13 Specifying Software Switch Settings (Machine Functions)

Various functions of this copier are already specified when it is purchased.

However, by using the software switch settings, the functions can be changed to meet your specific needs.

#### Precautions

- Do not change any modes or bits other than those described in this manual.

#### Software switch settings

- [Mode Selection]: Specify the three-digit number for the parameter that you wish to specify with the software switch settings.
- [Bit Selection]: The bits are the eight numbers that construct the mode. By specifying a binary number (0 or 1) for each of the bits (0 through 7), each function can be specified.
- [HEX Selection]: Specify a setting for each mode as a hexadecimal number (0 through 9 and A through F).  
For example, to specify the bit setting "00110000", specify the hexadecimal setting "30".

Reference: Examples of [Bit Selection] binary numbers and [HEX Selection] hexadecimal numbers

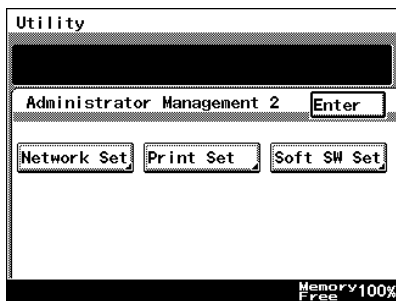
Decimal number	[Bit Selection] binary numbers	[HEX Selection] hexadecimal numbers
0	0000 0000	00
1	0000 0001	01
2	0000 0010	02
3	0000 0011	03
4	0000 0100	04
5	0000 0101	05
6	0000 0110	06
7	0000 0111	07
8	0000 1000	08
9	0000 1001	09
10	0000 1010	0A
11	0000 1011	0B
12	0000 1100	0C
13	0000 1101	0D

Decimal number	[Bit Selection] binary numbers	[HEX Selection] hexadecimal numbers
14	0000 1110	0E
15	0000 1111	0F
16	0001 0000	10
17	0001 0001	11
18	0001 0010	12
19	0001 0011	13
20	0001 0100	14
•	•	•
•	•	•
•	•	•
252	1111 1100	FC
253	1111 1101	FD
254	1111 1110	FE
255	1111 1111	FF

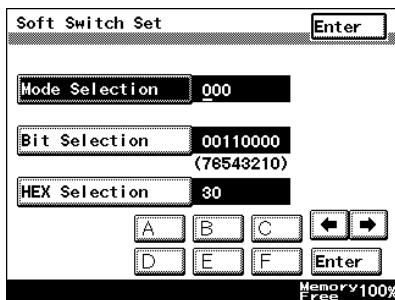
### 13.13.1 Specifying Software Switch Settings

#### Specifying functions with [Bit Selection]

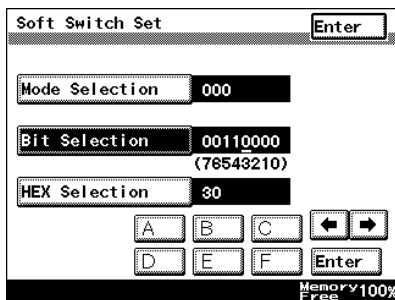
- 1 Touch [Admin. 2], and then touch [Soft SW Set].
  - Refer to “*Displaying the Administrator Management screen*” on page 13-11.



- 2 Touch [Mode Selection], and then use the keypad to type in the mode number.



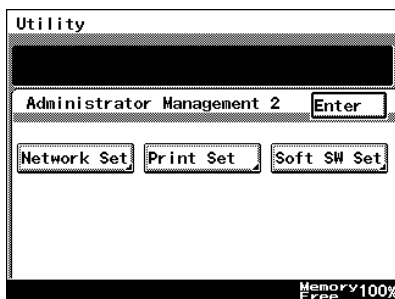
- 3 Touch [Bit Selection], and then touch [←] and [→] to move the cursor below the bit to be changed.



- 4 Use the keypad to specify either "0" or "1" for the bit, and then touch [Enter].
  - To change other modes, repeat the procedure from step 2.
- 5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

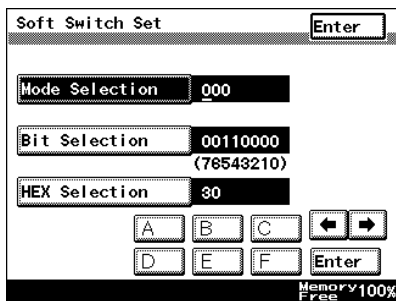
### Specifying functions with [HEX Selection]

- 1 Touch [Admin. 2], and then touch [Soft SW Set].
  - Refer to "Displaying the Administrator Management screen" on page 13-11

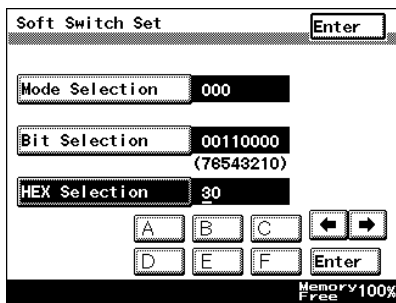




- 2 Touch [Mode Selection], and then use the keypad to type in the mode number.



- 3 Touch [HEX Selection].



- 4 Use the keypad and [A] through [F] to specify the hexadecimal number, and then touch [Enter].
  - To change other modes, repeat the procedure from step 2.
- 5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the standby screen (initial screen).

### 13.13.2 Specifying Settings Concerning the Confirmation Screen For Broadcast Transmissions (Mode 014)

You can specify whether or not a screen asking for confirmation of the settings is displayed before a broadcast transmission.

#### Setting during production

Bit	7	6	5	4	3	2	1	0	
Setting	0	0	0	0	0	0	0	0	(HEX:01)

#### Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7, 6, 5, 4, 3, 2	-	000000	*Do not change these bits.	-
1, 0	Specifies whether or not a screen asking for confirmation of the settings is displayed before a broadcast transmission.	00	The setting confirmation screen is not displayed.	p. 8-32
		01	The setting confirmation screen is displayed before a broadcast transmission.	
		10	The setting confirmation screen is normally displayed, regardless of whether a broadcast transmission is being performed.	
		11	*Do not change this setting.	

### 13.13.3 Specifying Settings Concerning Whether or Not There Is a Connected Telephone or a Received Date Report and Their Formats (Mode 016)

You can specify whether or not there is a connected telephone or a received date report in the E-mail and fax modes, and you can specify their formats.

#### Setting during production

Bit	7	6	5	4	3	2	1	0	
Setting	0	1	0	0	0	0	0	0	(HEX:40)

#### Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7	-	0	*Do not change these bits.	-
6	Specifies whether or not a connected telephone is used.	0	Not used	-
		1	Used	
5	Specifies whether or not a received date report is attached in E-mail mode.	0	Not attached	-
		1	Attached	
4	Specifies whether the received date report is attached outside or inside of the image in E-mail mode.	0	Attached within the image	-
		1	Attached outside of the image	
3, 2	-	00	*Do not change these bits.	-
1	Specifies whether or not a received date report is attached in Fax mode.	0	Not attached	-
		1	Attached	
0	Specifies whether the received date report is attached outside or inside of the image in fax mode.	0	Attached within the image	-
		1	Attached outside of the image	

### 13.13.4 Specifies Settings Concerning Internet Faxing (Mode 350)

You can specify the POP3 and the efficiency of the recipient's machine for Internet faxing.

#### Setting during production

Bit	7	6	5	4	3	2	1	0
Setting	1	0	1	0	1	0	0	0 (HEX:A8)

#### Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7	Specifies whether to return to standard or expanded after an operation with the Internet fax function is finished.	0	Standard (A4, 200 dpi or less, MH)	-
		1	Expanded (Functions defined as options are recommended.)	
6	Specifies whether or not to check (POP3) if data arrives before SMTP.	0	Does not check if data arrives.	p. 13-19
		1	Checks if data arrives.	
5, 4, 6, 2, 1, 0	-	1010000	*Do not change these bits.	-

### 13.13.5 Specifying Settings Concerning the SMTP Transmission Timeout (Mode 356)

You can specify the time until a connection with the SMTP server times out during an e-mail transmission.

#### Setting during production

Bit	7	6	5	4	3	2	1	0	
Setting	0	1	0	0	0	0	0	0	(HEX:40)

#### Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7, 6, 5, 4	Time until a connection with the SMTP server times out during an e-mail transmission	0001	30 seconds	-
		0010	60 seconds	
		0011	90 seconds	
		0100	120 seconds	
		0101	150 seconds	
		0110	180 seconds	
		0111	210 seconds	
		1000	240 seconds	
		1001	270 seconds	
		1010	300 seconds	
		Others	*Do not specify any settings other than those mentioned above.	
3, 2, 1, 0	-	0000	*Do not change these bits.	-

### 13.13.6 Specifying Settings Concerning the SMTP Reception Timeout (Mode 357)

You can specify the time until a connection with the SMTP server times out during an e-mail reception.

#### Setting during production

Bit	7	6	5	4	3	2	1	0
Setting	0	1	0	0	0	0	0	0 (HEX:40)

#### Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7, 6, 5, 4	Time until a connection with the SMTP server times out during an e-mail reception	0001	30 seconds	-
		0010	60 seconds	
		0011	90 seconds	
		0100	120 seconds	
		0101	150 seconds	
		0110	180 seconds	
		0111	210 seconds	
		1000	240 seconds	
		1001	270 seconds	
		1010	300 seconds	
	Others	*Do not specify any settings other than those mentioned above.		
3, 2, 1, 0	-	0000	*Do not change these bits.	-

### 13.13.7 Specifying Settings Concerning the POP3 Reception Timeout (Mode 358)

You can specify the time until a connection with the POP3 server times out during an e-mail reception.

#### Setting during production

Bit	7	6	5	4	3	2	1	0	
Setting	0	0	1	0	0	0	0	0	(HEX:20)

#### Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7, 6, 5, 4	Time until a connection with the POP3 server times out during an e-mail transmission	0001	30 seconds	-
		0010	60 seconds	
		0011	90 seconds	
		0100	120 seconds	
		0101	150 seconds	
		0110	180 seconds	
		0111	210 seconds	
		1000	240 seconds	
		1001	270 seconds	
		1010	300 seconds	
		Others	*Do not specify any settings other than those mentioned above.	
3, 2, 1, 0	-	0000	*Do not change these bits.	-

### 13.13.8 Specifying Settings Concerning the Default Address Input Screen and the From Information for Accounts (Mode 366)

In order to prevent anonymous e-mail from being sent, you can specify whether or not the account setting is in the From information for e-mail messages.

#### Setting during production

Bit	7	6	5	4	3	2	1	0
Setting	0	0	0	0	1	0	0	0 (HEX:08)

#### Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7	-	0	*Do not change these bits.	-
6	Specifies the default address input screen for Scan to PC (SMTP) transmissions.	0	The IP address input has priority.	p. 9-3
		1	The host name input has priority.	
5	Specifies whether or not the account setting is in the From information for e-mail messages.	0	Do not include the account setting.	p. 13-19
		1	Include the account setting.	
4, 3, 2, 1, 0	-	01000	*Do not change these bits.	-



### 13.13.9 Specifying Settings Concerning the Timeout for a DNS Inquiry (Mode 367)

You can specify the time until a connection with the DNS server times out.

#### Setting during production

Bit	7	6	5	4	3	2	1	0	
Setting	0	0	1	0	0	0	0	0	(HEX:20)

#### Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7, 6, 5, 4, 3	Time until a connection with the DNS server times out	00001	30 seconds	p. 3-3
		00010	40 seconds	
		00011	80 seconds	
		00100	160 seconds	
		00101	320 seconds	
		00110	640 seconds	
		Others	*Do not specify any settings other than those mentioned above.	
2, 1, 0	-	000	*Do not change these bits.	-

### 13.13.10 Specifying Settings Concerning the Transmission Interval for Divided E-Mail Messages (Mode 372)

You can specify the time interval for transmitting divided e-mail messages.

#### Setting during production

Bit	7	6	5	4	3	2	1	0
Setting	0	0	0	0	1	1	1	1 (HEX:0F)

#### Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7, 6, 5, 4, 3, 2, 1, 0	Specifies the time interval for transmitting divided e-mail messages.	00000101	5 seconds	p. 3-3
		00001010	10 seconds	
		00001111	15 seconds	
		00011110	30 seconds	
		00111100	60 seconds	
		01011010	90 seconds	
		01111000	120 seconds	
		10010110	150 seconds	
		10110100	180 seconds	
		11010010	210 seconds	
		11110000	240 seconds	
		00000000	*Do not change this setting.	

\* A setting between "0000 0001" (HEX value: 01) for 1 second to "1111 1111" (HEX value: FF) for 255 seconds can be specified.  
When specifying the setting, refer to the HEX table.

### 13.13.11 Specifies Settings Concerning Full Mode Functions With Internet Faxing (Mode 373)

You can specify settings concerning Full mode functions with Internet faxing.

#### Setting during production

Bit	7	6	5	4	3	2	1	0	
Setting	0	0	0	0	1	0	0	0	(HEX:08)

#### Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side are page number with descriptions for the corresponding function.

Bit	Function	Setting	Description	Page reference
7	Specifies whether or not there are Full mode functions.	0	No	p. 8-47
		1	Yes	
6, 5, 4, 3, 2, 1, 0	-	0001000	*Do not change these bits.	-

## 14 Reports and lists

### 14.1 Checking the Transmission Status (Activity Report (TX))

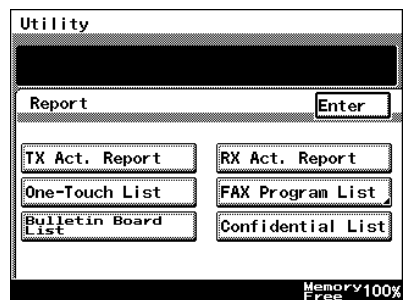
The transmission activity report can confirm the document number, starting time of transmission, time required, recipient, mode, number of transmitted pages, transmission result and amount transmitted.

Precautions

- The procedure for manually outputting a report is described below.
- During the production of this unit, it was set to automatically output this report after every 50 transmissions. Refer to “*Specifying Report Output Settings*” on page 13-41.

#### Outputting the Transmission Activity Report

- 1 Press the [Utility] key.
- 2 Touch [Reports].
- 3 Touch [TX Act. Report].



- 4 Touch [Enter].
- The transmission activity report is outputted.



**Tip**  
*Even if [Enter] is not touched, the report is automatically outputted.*



The diagram shows a report titled "ACTIVITY REPORT (TX)" with a header box. Below the header is a date and location: "2003 APR 23 (WED) 11:32 CHICAGO". A table follows with columns: DOCUMENT #, TIME SENT, DURATION, DESTINATION, MODE, PAGES, RESULT, ACCOUNT NAME, and SIZE. Below the table are five bracketed callouts labeled 3, 4, 5, 6, and 7. A callout labeled 8 points to the right side of the table. A callout labeled 1 points to the header box, and a callout labeled 2 points to the date and location text.

DOCUMENT #	TIME SENT	DURATION	DESTINATION	MODE	PAGES	RESULT	ACCOUNT NAME	SIZE
6514316-763	APR 21 20:32	49"	123456789	E-mail	2	F.MEM	SALES	
6514316-764	APR 21 21:00	28"	NEW YORK	E-mail	1	OK	MKTING	
6514316-765	APR 22 9:18	26"	123123123	E-mail	1	OK	SALES	
6514316-766	APR 22 9:55	48"	BOSTON	E-mail	2	OK	SALES	
6514316-767	APR 22 10:03	50"	987698765	E-mail	2	OK	HQ	
6514316-768	APR 22 14:00	25"	ARIZONA	E-mail	1	OK	SALES	

- 1 TSI source name
- 2 Report output date
- 3 Com. Mode
  - ECM : ECM mode
  - G3 : G3 mode
  - BR : Broadcast transmission
  - RESULT : Activity Report transmission
  - PC-M : Scan to E-mail
  - PC-S : Scan to PC(SMTP)
  - FTP-S : Scan to Server(FTP)
  - FTP-C : Scan to PC(FTP)
  - HDD : Scan to HDD
  - E-mail : Internet FAX
  - IP-TX : IP Address FAX
- 4 Transmission function
  - C: Confidential communications
  - B: Batch transmission
  - P: Polling reception
  - I: Individual login
  - F: Forwarding
  - Blank: Other transmission
- 5 Number of transmitted pages  
Indicates the number of document pages transmitted.

- 6 Transmission results details
  - OK: The transmission was completed correctly.
  - BUSY: Appears only when a fax is transmitted using a common telephone line. Refer to “Confirming Transmission Details” of the User Manual.
  - NO ANS: Appears only when a fax is transmitted using a common telephone line. Refer to “Confirming Transmission Details” of the User Manual.
  - INTERR: The transmission was interrupted.
  - F.MEM: The memory is full.
  - NG: The transmission failed.
  - PT.DEL: Part of the transmission failed.
  - F.DATA: The data exceeded the amount that can be transmitted.
  - IMG NG: The transmission failed due to an image error.
  - Error Code: Refer to “*Transmission Results Error Codes*” on page 15-3.
- 7 Name of account used
- 8 Size

Indicates the amount of data after data conversion when transmitting through a LAN.

Therefore, the amount of data that appears at the receiving end and the amount of data that appears on this copier’s report is different.

## 14.2 Checking the Reception Status (Activity Report (RX))

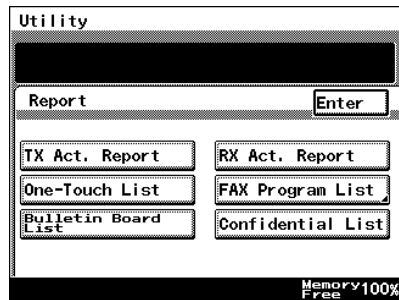
The reception activity report can confirm the document number, starting time of reception, time required, recipient, mode, number of printed pages and the transmission result.

### Precautions

- The procedure for manually outputting a report is described below.
- During the production of this unit, it was set to automatically output this report after every 50 transmissions. Refer to “*Specifying Report Output Settings*” on page 13-41.

### Outputting the Reception Activity Report

- 1 Press the [Utility] key.
- 2 Touch [Reports].
- 3 Touch [RX Act. Report].

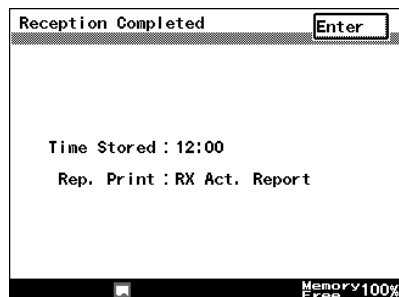


- 4 Touch [Enter].

The reception activity report is outputted.



**Tip**  
Even if [Enter] is not touched, the report is automatically outputted.



DOCUMENT #	TIME RCV'D	DURATION	DESTINATION	MODE	PAGES	RESULT	ACCOUNT NAME
3714316-753	APR 21 20:32		49° NEW YORK	G 3	2	F.MEM	
3502268-511	APR 21 21:00		28° 129451234	G 3 P	1	OK	MKTING
3714316-753	APR 22 9:18		26° BOSTON	ECM	1	OK	
3714316-756	APR 22 9:55		48° 987654321	ECM	2	OK	
6080361-236	APR 22 10:03		50° 987698765	G 3	2	OK	
5114316-768	APR 22 14:00		25° ABCDEF	ECM	1	OK	

- 1 TSI source name
- 2 Report output date
- 3 Com. Mode
  - ECM : ECM mode
  - G3 : G3 mode
  - RESULT : Activity Report reception
  - NET. : Internet FAX, IP Address FAX
- 4 RX Functions
  - C: Confidential communications
  - B: Batch transmission
  - P: Polling reception
  - I: Individual login
  - F: Forwarding
  - Blank: Other reception
- 5 Number of printed pages  
Indicates the number of document pages that were printed.



- 6 Transmission results details
  - OK: The transmission was completed correctly.
  - BUSY: Appears only when a fax is transmitted using a common telephone line. Refer to “Chapter 11 Checking the Reception Status” of the User Manual.
  - NO ANS: Appears only when a fax is transmitted using a common telephone line. Refer to “Chapter 11 Checking the Transmission Status” of the User Manual.
  - INTERR: The transmission was interrupted.
  - F.MEM: The memory is full.
  - NG: The transmission failed.
  - PT.DEL: Some communications were unsuccessful.
  - F.DATA: The data exceeded the amount that can be transmitted.
  - IMG NG: The transmission failed due to an image error.
  - Error Code: Refer to “*Transmission Results Error Codes*” on page 15-3.
- 7 Name of account used

## 14.3 Checking the Registered One-Touch Keys (One-Touch Key List)

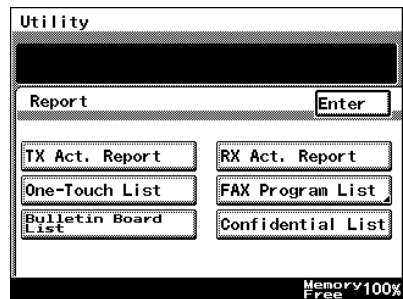
The list of recipients registered as one-touch key can be outputted and checked.

Precautions

- Unregistered one-touch keys are not printed.

### Outputting the one-touch key list

- 1 Press the [Utility] key.
- 2 Touch [Reports].
- 3 Touch [One-Touch List].



- 4 Touch [Enter].

The one-touch key list is outputted.



...

#### Tip

*Even if [Enter] is not touched, the report is automatically outputted.*



INDEX	No.	DESTINATION	DEST. NUMBER	COM. MODE
BRANCH	#001	NEW YORK	Address :123451234@xyz.com	E-MAIL
BRANCH	#002	BOSTON	Address :123123123@xyz.com	E-MAIL
Scanner	#000	PC1	IP ADDR :192.168.100.0	SCANNER

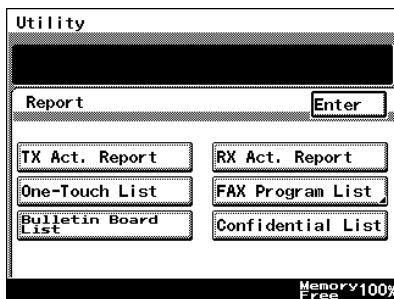
- 1 TSI source name
- 2 Report output date
- 3 Details registered in one-touch keys
- 4 Com. Mode
  - G3: G3 fax transmission using a common telephone line
  - G3-1: G3 fax transmission (port 1) using a common telephone line
  - G3-2: G3 fax transmission (port 2) using a common telephone line
  - PC(E-mail) : Scan to E-mail
  - PC(SCANNER) : Scan to PC(SMTP)
  - FTP(SERVER) : Scan to Server(FTP)
  - FTP(CLIENT) : Scan to PC(FTP)
  - HDD : Scan to HDD
  - E-MAIL : Internet FAX
  - IP-TX : IP Address FAX

## 14.4 Checking the Details of Registered Fax Programs (Fax Program List)

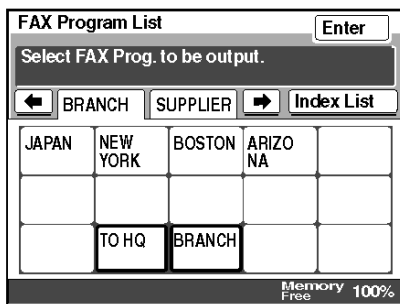
The details of transmission settings registered in one-touch keys as fax programs can be outputted as a report.

### Outputting a fax program list

- 1 Press the [Utility] key.
- 2 Touch [Reports].
- 3 Touch [Fax Program List].



- 4 Touch the button for the fax program whose details you wish to output as a report.



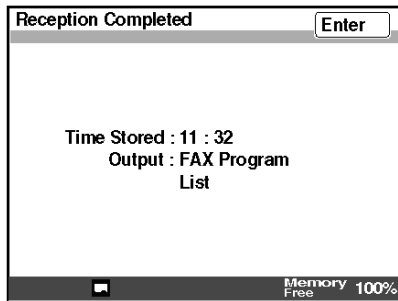
5 Touch [Enter].

The fax program list is outputted.



**Tip**

*Even if [Enter] is not touched, the report is automatically outputted.*



FAX PROGRAM LIST

P.1

2003 APR 23 (WED) 11:32  
CHICAGO

PROGRAM NAME :BRANCH  
INDEX :BRANCH  
PROGRAM MODE :TX

TSI SELECTION :1 (CHICAGO )

2-SIDED TX :OFF  
QUALITY :STANDARD CONTRAST : TX MARKER :OPTION  
REDUCTION :AUTO 2in1 :OFF SCAN AREA :AUTO  
ROTATION TX :OFF TIMER :OFF TX REPORT :IF TX FAIL  
PRIORITY TX :OFF TSI :ON THE DOC. DEST. INSERT :ON  
PASSWORD TX :OFF REAL-TIME :OFF REMOTE COPY :OFF  
BATCH TIME :OFF BATCH INTERVAL :OFF

No.	DESTINATION	No.	DESTINATION	No.	DESTINATION	No.	DESTINATION
#000	AAA	#001	BBB	#002	CCC	#003	DDD
#004	EEE	#005	FFF	#006	GGG	#007	HHH
#008	III	#009	JJJ	#010	KKK		

- 1 TSI source name
- 2 Report output date
- 3 Details of transmission setting registered in the fax program

## 14.5 Checking Account Information (Account List)

Registered account information can be checked.

Precautions

- Users can only select and output a list of their own account information.
- The administrator can output a list containing all registered account information.

### Outputting an account list

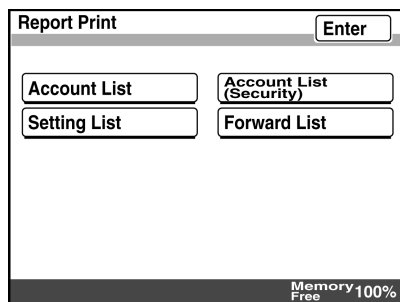
- 1 Touch [Admin. 1], and then touch [Rep. Print].
  - Refer to “*Displaying the Administrator Management screen*” on page 13-11.



#### Tip

*If this operation is performed after an account is selected, the list of information for only the selected account is outputted.*

- 2 Touch [Account List].

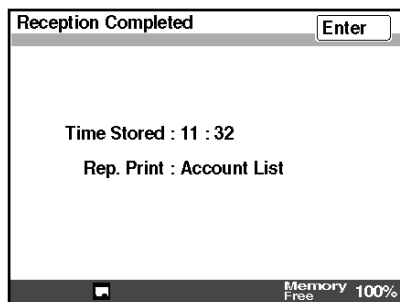


- 3 Touch [Enter].  
The account list is outputted.



#### Tip

*Even if [Enter] is not touched, the report is automatically outputted.*



1    2

<b>ACCOUNT LIST</b>						P.1
2003 APR 23 (WED) 11:32 CHICAGO						
ACCOUNT NAME	ACCOUNT NUMBER	ACCESS NUMBER	COPIES	MAX PRT	TX	
SALES	0001	*****	999	100000	120	
MKTING	0002	*****	777	100000	55	

- 1 TSI source name
- 2 Report output date

## 14.6 Checking Secured Information for Each Account (Account List (Security))

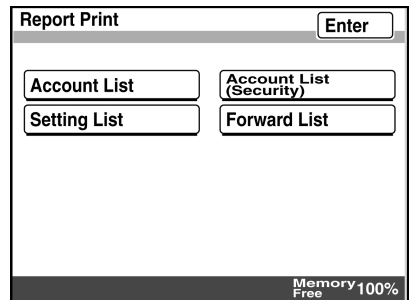
A list containing the secured information for each account, such as the e-mail address or the POP3 user name, can be checked.

Precautions

- The account list (security) can be outputted only if you have logged in with the administrator access code.

### Outputting an account list (security)

- 1 Touch [Admin. 1], and then touch [Rep. Print].
  - Refer to “*Displaying the Administrator Management screen*” on page 13-11.
- 2 Touch [Account List (Security)].



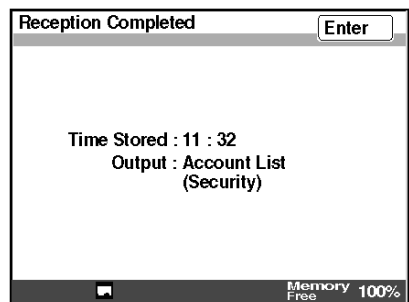
- 3 Touch [Enter].

The account list (security) is outputted.



#### Tip

*Even if [Enter] is not touched, the report is automatically outputted.*







## 14.7 Checking the Settings For Each Function (Settings List)

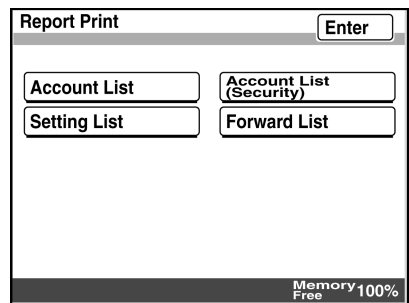
The selected settings for all functions can be outputted in a list.

Precautions

- The settings list can be outputted only if you have logged in with the administrator access code.

### Outputting the settings list

- 1 Touch [Admin. 1], and then touch [Rep. Print].
  - Refer to “*Displaying the Administrator Management screen*” on page 13-11.
- 2 Touch [Setting List].



- 3 Touch [Enter].

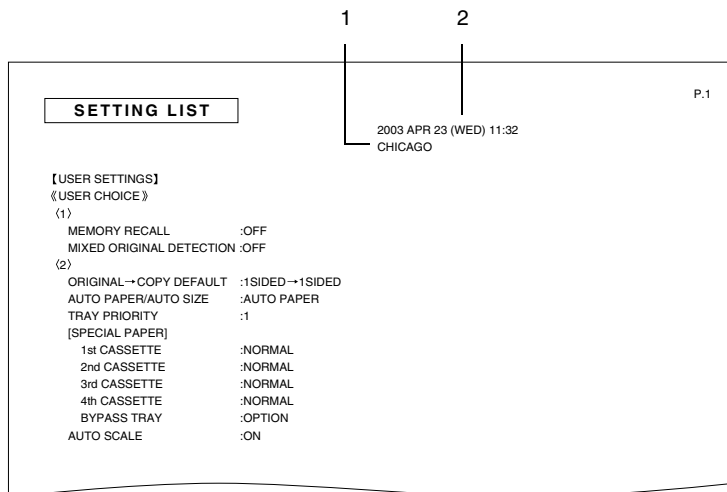
The settings list is outputted.



**Tip**

*Even if [Enter] is not touched, the report is automatically outputted.*





1 TSI source name

2 Report output date

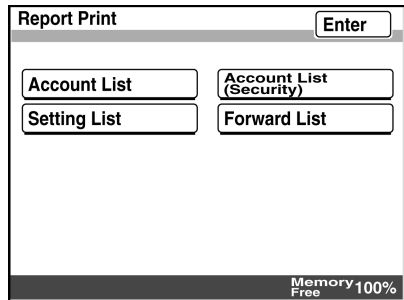
\* The POP3 password and the Administrator Number appear with "\*\*".

## 14.8 Checking the Forwarding Settings (Forwarding List)

The forwarding settings, specified for forwarding, can be checked.

### Outputting the forwarding list

- 1 Touch [Admin. 1], and then touch [Rep. Print].
  - Refer to “*Displaying the Administrator Management screen*” on page 13-11.
- 2 Touch [Forward List].



- 3 Touch [Enter].

The forwarding list is outputted.



#### Tip

*Even if [Enter] is not touched, the report is automatically outputted.*



1                      2

**FORWARDING LIST**

P.1

2003 APR 23 (WED) 11:32  
CHICAGO

RX INFORMATION	RX DOC.SET	FORWARDING DEST.			
· F-CODE :12345678	FORWARD	2stat	#001	SALES	#002 MKTING
F-CODE PASSWD :*****					
REMOTE CHECK :ON					
· PORT :G3-1	PRINT	1stat	#001	SALES	
· PORT :G3-2	FORWARD	0stat			
· PORT :NETWORK	PRT&FORWARD	2stat	#002	MKTING	#003 HQ
· PUBLIC DOC.	SAVE TO BOX	2stat	#001	SALES	#003 HQ

- 1 TSI source name
- 2 Report output date

# 15 Troubleshooting

## 15.1 When Certain Displays Appear

The following describes the icons that indicate the operating status of the network application and the alarm screens that appear if, for example, a network application function is not operating correctly.

### Precautions

- For details on the necessary measures that should be taken if an icon or screen other than those mentioned here appears, refer to “When Certain Displays Appear” in the Basic Operations volume of this copier’s User Manual.

### 15.1.1 Icons

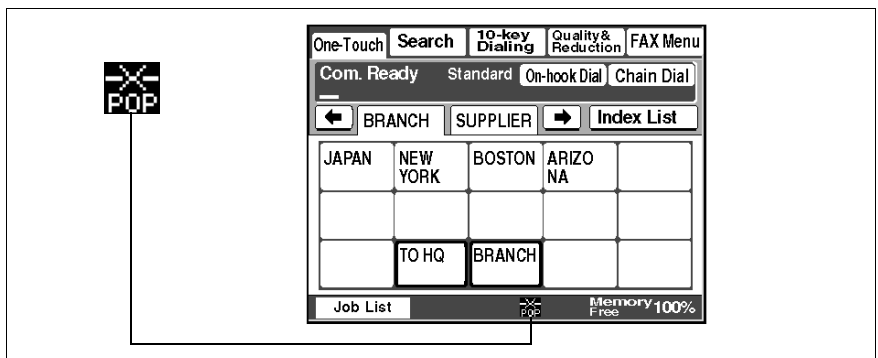
#### POP reception

Appears during POP3 reception (when e-mail messages are being received).



#### POP3 reception error

If this icon appears at the bottom of the screen



Possible cause

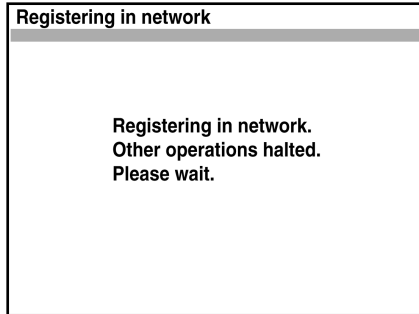
POP3 reception failed.

Remedy

Check that the POP3 user name and POP3 password are correctly specified.

## 15.1.2 Administrator login

### While registering the network



Possible cause	The administrator is logging in from PageScope Light.
Remedy	Wait until the administrator has finished the operations and logged out.

## 15.2 Transmission Results Error Codes

The following error codes appear in transmission activity report, reception activity report and the Job List screen.

### Precautions

- If a malfunction occurs during the operation of a network application function, an error code appears in the Job List screen or report. Refer to *“Checking Transmission Results” on page 8-40*. In addition, refer to *“Reports and lists” on page 14-1*.

### Scan to Server (FTP) transmissions

Error Code	Cause	Remedy	Page reference
ED2502	The LAN cable is not connected correctly or the transmission to the FTP server failed. Otherwise, an attempt was made to send the data to the wrong recipient.	Check that the LAN cable is correctly connected, and check that the FTP server address and port number and the proxy server address and port number settings are correctly specified.	p. 3-1, p. 3-18, p. 3-22
ED2503	Login could not be completed because the user name or the password is incorrect.	Check the user name and password settings.	p. 3-18
ED2504	The specified folder is incorrect.	Check the folder name setting.	p. 3-18
ED2505	The FTP server disk is full.	Ensure that there is enough disk space.	-
ED2506	AN error occurred while forwarding data to the FTP server.	Check that the LAN cable is correctly connected, and that transmission to the FTP server is possible.	p. 3-1
ED2508	An error other than those listed above occurred with the FTP server.	Check that the FTP server can transmit.	-
EF2509	The memory has become full.	Change the resolution to “Fine” or “Standard”.	p. 5-8



## Scan to PC (FTP) transmissions

Error Code	Cause	Remedy	Page reference
ED2502	The LAN cable is not connected correctly or the transmission to the FTP server failed. Otherwise, an attempt was made to send the data to the wrong recipient.	Check that the LAN cable is correctly connected, and check that the FTP server address and port number settings are correctly specified.	p. 3-1, p. 6-3
ED2503	The user name or the password is incorrect.	Check the user name and password settings.	-
ED2505	The FTP server disk is full.	Ensure that there is enough disk space.	-
ED2506	AN error occurred while forwarding data to the FTP server.	Check that the LAN cable is correctly connected, and that transmission to the FTP server is possible.	p. 3-1
ED2508	An error other than those listed above occurred with the FTP server.	Check that the FTP server can transmit.	-
EF2509	The memory has become full.	Change the resolution to "Fine" or "Standard".	p. 6-7

## Scan to HDD transmissions

Error Code	Cause	Remedy	Page reference
EF2509	The memory has become full.	Change the resolution to "Fine" or "Standard".	p. 7-7
EE2510	The hard disk drive is full.	Delete some file from the hard disk drive, and then try sending again.	p. 7-10, p. 7-11

## URL notification (with Scan to Server (FTP) and Scan to HDD transmissions)

Error Code	Cause	Remedy	Page reference
EF2502	A connection to the SMTP server cannot be established.	Check the SMTP server address settings.	p. 3-11
EF2506	AN error occurred while forwarding data to the SMTP server.	Check that the LAN cable is correctly connected, and that transmission to the SMTP server is possible.	p. 3-1

Error Code	Cause	Remedy	Page reference
EF2508	An error other than those listed above occurred with the SMTP server.	Check that the SMTP server can transmit.	-
EF2509	The memory has become full.	Change the resolution to "Fine" or "Standard".	p. 4-18

### Internet fax transmissions/Scan to E-mail transmissions

Error Code	Cause	Remedy	Page reference
E4DXXX	Since the SMTP server address is not specified, a connection to the mail server cannot be established.	Specify the SMTP server address.	p. 3-3
E5AXXX	Since the DNS setting is incorrect, transmission is not possible.	Check the DNS settings.	p. 3-3
E5DXXX	Since the e-mail address or e-mail address of the recipient is not specified correctly, transmission is not possible.	Check the settings and the e-mail address of the recipient.	p. 3-3, p. 8-1
E6FXXX	An attempt was made to send data that is too large to be sent.	Even though scanning may have finished, it may not be possible to send some documents. Change the resolution to "Fine" or "Standard".	p. 8-16
EAXXXX	The LAN cable is not connected or the transmission to the SMTP server failed. Otherwise, an attempt was made to send the data to the wrong recipient address.	Check that the LAN cable is correctly connected, that transmission is possible to the SMTP server, that the network settings, such as the subnet mask, are correct, and that the recipient's e-mail address is correct.	p. 2-12, p. 3-3, p. 8-1
EABXXX	Verification of POP3 before SMTP failed.	Check the POP3 account and password.	p. 3-3

## Internet fax receptions

Error Code	Cause	Remedy	Page reference
E40XXX	Since the POP3 server address is not specified correctly, a connection to the mail server cannot be established. Otherwise, if the server is malfunctioning, a connection to the server cannot be established.	Check the POP3 server address. Check if the POP3 server is operating correctly.	p. 3-3
E50XXX E51XXX E52XXX	Since the POP3 user name or password is either not specified or is incorrect, reception is not possible.	Check the settings.	p. 3-3
E60XXX E61XXX	Data that cannot be printed was received through a POP3 reception. An attached file other than a TIFF-F file, text with a line that exceeds 1000 character or an e-mail with a large size was received. Otherwise, an e-mail message containing no data was received.	Check with the sender.	-
ECXXXX	The LAN cable is not connected or the transmission with the POP3 server failed. Otherwise, the user name and password are not registered with the server or the settings in the copier are different.	Check that the LAN cable is correctly connected and check that the POP3 server settings are correctly specified.	p. 2-12, p. 3-3

### Scan to PC (SMTP) transmissions

Error Code	Cause	Remedy	Page reference
EAXXXX	The IP address specified by the sender is incorrect.	The sender should specify the correct IP address.	p. 9-3
	Image Receiver did not start up.	Start up Image Receiver.	p. 9-1
	Data from another scanner is being received.	Try sending again after the reception is finished.	-
	The IP address of the sender is not specified correctly with settings from Image Receiver.	Erase the IP address specified in Image Receiver, and then quit and restart Image Receiver.	p. 9-1
	Image Receiver is not operating correctly.	Restart the computer. Re-install IP Scanner. Check the TCP/IP settings on the computer.	p. 3-29
	The LAN cable is not connected.	Check that the LAN cable is correctly connected.	p. 2-12
	The network settings on the computer are not specified correctly.	Check the TCP/IP settings on the computer.	-
	The network load on the sender's computer is too high.	Check that large e-mail messages are not being sent from the sender's computer and that large files are not being downloaded from the Web.	-
	Too much data is being sent.	If a high scanning resolution has been specified, reduce the pages and scan again.	-

## IP Scanner

Error Code	Cause	Remedy	Page reference
EAXXXX	Image Receiver did not start up.	Start up Image Receiver.	p. 10-1
	Data from another scanner is being received.	Try sending again after the reception is finished.	-
	The IP address specified by the sender is incorrect.	The sender should specify the correct IP address.	-
	The IP address of the sender is not specified correctly with settings from Image Receiver.	Erase the IP address specified in Image Receiver, and then quit and restart Image Receiver.	p. 10-1
	Image Receiver is not operating correctly.	Restart the computer. Re-install IP Scanner. Check the TCP/IP settings on the computer.	p. 3-29
	The LAN cable is not connected.	Check that the LAN cable is correctly connected.	p. 2-12
	The network settings on the computer are not specified correctly.	Check the TCP/IP settings on the computer.	-
	The network load on the sender's computer is too high.	Check that large e-mail messages are not being sent from the sender's computer and that large files are not being downloaded from the Web.	-
	Too much data is being sent.	If a high scanning resolution has been specified, reduce the pages and scan again.	-

## Network FAX (Gateway TX)

Error Code	Cause	Remedy	Page reference
E53XXX	Since the recipient specified for gateway transmission is incorrect, transmission is not possible.	Check with the sender.	-
E65XXX	An attempt was made to send data that cannot be sent through a gateway transmission. An attempt was made to send an e-mail message with a file attachment in a format other than TIFF-F or with text where one line exceeds 1000 characters.	Check with the sender.	-
EBXXX	Data sent through a gateway transmission cannot be received.	Check that the mail server can transmit and that the network settings are correct.	p. 3-3

## 15.3 Troubleshooting

Remedies for several possible problems are described below.

### Internet fax transmissions/Scan to E-mail transmissions

Problem	Cause	Remedy	Page reference
Transmission is not possible.	The connections are incorrect.	Check the LED indicator on the hub and check the connections.	-
	A user logged in with their account access code and tried to send data when no e-mail address is specified for that account.	Register an e-mail address for the account that is logged in.	p. 13-19
	The settings necessary for the device are not registered.	Specify the necessary network settings.	p. 3-1
	The LAN cable is damaged.	Replace the LAN cable.	-
	Other causes	Touch the [Com.] button on the Job List screen to check the details of the transmission error, and then refer to the table of error codes.	p. 8-40, p. 15-3
Transmission is possible, but the image cannot be outputted at the recipient's terminal or computer.	The recipient's terminal is not able to handle the sent image.	Change the size, resolution and coding method so that they are supported by the recipient's terminal, and then try sending the data again.	p. 3-13
	The document text was not inserted when the data was sent.	With some e-mail applications, if an e-mail is received containing no text and only an attached file, it may not be possible to open the attached file. Therefore, text should be inserted into the document that is sent.	p. 8-37
An interruption in the transmission was specified, but the transmission was not interrupted.	It takes some time to interrupt an Internet fax transmission.	Wait until the transmission is interrupted.	-

## IP address faxing

Problem	Cause	Remedy	Page reference
Transmission is not possible.	The connections are incorrect.	Check the LED indicator on the hub and check the connections.	-
	Since the image data is too large, a timeout occurred at the receiving end.	<ul style="list-style-type: none"> <li>• Increase the timeout setting on the receiving end.</li> <li>• Decrease the size of the image data, and then try sending it again.</li> </ul>	-
	The settings necessary for the device are not registered.	Specify the necessary network settings.	p. 3-3
	The LAN cable is damaged.	Replace the LAN cable.	-
	Other causes	Touch [Com.] on the Job List screen to check the details of the transmission error, and then refer to the table of error codes.	p. 8-40, p. 15-3

## Internet fax receptions

Problem	Cause	Remedy	Page reference
Reception is not possible.	The connections are incorrect.	Check the LED indicator on the hub and check the connections.	-
	The setting to not automatically check for new e-mail messages has been specified.	Specify a time interval for automatically checking for new e-mail messages.	p. 3-1
	The settings necessary for the device are not registered.	Specify the necessary network settings.	p. 3-1
	The same POP3 user name is being used by a different e-mail application or another user.	Do not use the same POP3 user name that is used by a different e-mail application.	-
	The LAN cable is damaged.	Replace the LAN cable.	-

Problem	Cause	Remedy	Page reference
The data is received, but not printed.	An e-mail message with data of an incompatible format attached or with no data was received.	Ask the sender to send a TIFF-F file or text.	-
	The setting to print received documents has not been specified.	In order to print received documents, select the setting to print received documents.	p. 13-33
	The memory is full.	Print saved documents and reduce the amount of memory that is used, and then ask the sender to send the data again.	-
	Other causes	Touch the [Com.] button on the Job List screen to check the details of the transmission error, and then refer to the table of error codes.	p. 8-40, p. 15-3
Binary code data was received (printed).	Data in a format other than MIME is attached or the mail was received through a server that is not compatible with MIME.	If data in a format other than MIME is attached, the binary codes are printed as is as text. (This is not a malfunction of the device.) Ask the sender to send the data as MIME.	-
The same document is received many times.	Since the size of the mail is too large, the connection with the server times out while the data is being received.	Specify that the data be kept on the computer, and delete the corresponding e-mail messages from the server. Ask the sender to try sending e-mail messages of smaller sizes.	-
An interruption in the reception was specified, but the reception was not interrupted.	It takes some time to interrupt an Internet fax reception.	Wait until the reception is interrupted.	-
The POP3 reception error icon does not disappear.	After the previous POP3 reception failed, a POP3 reception operation has not been performed since the time until the next automatic check for new messages has not elapsed.	Once the POP3 reception error icon appears, it does not disappear until a reception is completed successfully. Reduce the time until the next automatic check for new messages and check that a POP3 reception is completed successfully.	p. 3-1



## Distribution of Fax Documents

Problem	Cause	Remedy	Page reference
An attempt was made to distribute mail, but the transmission failed.	An e-mail address is not specified for the account from where mail distribution is set.	In order to send mail, an e-mail address must be specified. Register an e-mail address for the account from where mail distribution will be set.	p. 13-19
Mail distribution was specified from the copier, but the mail did not arrive at the forwarding location.	The forwarding address is incorrect.	Check the e-mail address in the one-touch key specified as the forwarding location.	p. 11-1
	Other causes	An error e-mail message may be received at the e-mail address of the account that is setting mail distribution. Check the contents of the e-mail message.	p. 11-1

## Scan to PC (SMTP) transmissions

Problem	Cause	Remedy	Page reference
Transmission is not possible.	Refer to the transmission error codes.	Touch the [Com.] button on the Job List screen to check the details of the transmission error, and then refer to the table of error codes.	p. 8-40, p. 15-3
	The LAN cable is damaged.	Replace the LAN cable.	-
The data is not received by the computer.	Refer to the transmission error codes.	Touch the [Com.] button on the Job List screen to check the details of the transmission error, and then refer to the table of error codes.	p. 8-40, p. 15-3

Problem	Cause	Remedy	Page reference
The data was received, but the image cannot be viewed.	IP Scanner has not started up.	Start up IP Scanner, check for new messages, and then replace the received data file with the image file.	p. 10-21
	An application that allows images to be viewed is not installed, or the application is installed, but is not linked to images.	Install the viewing application. Link the file to a viewing application that allows you to view TIFF and PDF files.	p. 3-29
	An error occurred while the image is converted by IP Scanner or the file was not created correctly.	That file is unusable. Close Image Receiver, and then start it up again and send the scan again. If the image resolution is high, lower it before scanning it, or reduce the number of pages before scanning it.	-
Transmission from a terminal or reception to a computer cannot be interrupted.	It takes some time to interrupt the operation.	Wait until the operation is interrupted. To interrupt the operation quickly, close Image Receiver. However, data already received at the computer but not yet processed with IP Scanner will be deleted.	-

### IP Scanner

Problem	Cause	Remedy	Page reference
Transmission is not possible.	Refer to the transmission error codes.	Touch the [Com.] button on the Job List screen to check the details of the transmission error, and then refer to the table of error codes.	p. 8-40, p. 15-3
	The IP address for Image Receiver is not specified correctly.	Check the IP setting for Image Receiver.	p. 10-21
	The LAN cable is damaged.	Replace the LAN cable.	-
The data is not received by the computer.	Refer to the transmission error codes.	Touch the [Com.] button on the Job List screen to check the details of the transmission error, and then refer to the table of error codes.	p. 8-40
	Another mailer is started up.	Close the mailer.	-

Problem	Cause	Remedy	Page reference
The data was received, but the image cannot be viewed.	IP Scanner has not started up.	Start up IP Scanner, check for new messages, and then replace the received data file with the image file.	p. 10-21
	An application that allows images to be viewed is not installed, or the application is installed, but is not linked to images.	Install the viewing application. Link the file to a viewing application that allows you to view TIFF and PDF files.	p. 3-29
	An error occurred while the image is converted by IP Scanner or the file was not created correctly.	That file is unusable. Close Image Receiver, and then start it up again and send the scan again. If the image resolution is high, lower it before scanning it, or reduce the number of pages before scanning it.	-
Transmission from a terminal or reception to a computer cannot be interrupted.	It takes some time to interrupt the operation.	Wait until the operation is interrupted. To interrupt the operation quickly, close Image Receiver. However, data already received at the computer but not yet processed with IP Scanner will be deleted.	-
The message "Failed to connect to machine" appears.	The copier has not been turned on.	Turn on the copier.	-
	The IP address for the device that inputs into IP Scanner is incorrect.	Correct the IP address.	-
	The TCP/IP setting for the computer is incorrect.	Check the network settings on the computer.	-
	The computer is not connected to a network.	Check the network connections for the computer.	-
	The LAN cable is not connected.	Check that the LAN cable is correctly connected.	p. 2-12
The message "Connection Failure with ImageReceiver. Do you want to start up ImageReceiver?" appears.	Image Receiver did not start up.	Start up Image Receiver.	p. 10-1
	Image Receiver is not operating correctly.	Restart the computer.	-
	Two LAN boards are installed.	This configuration cannot be used if two LAN boards are installed.	-

Problem	Cause	Remedy	Page reference
The message "ImageReceiver detected conflict of xxx" appears.	Other software is using this port.	The mail server and IP Scanner cannot be used together. Do not start up the mail server. In addition, if other software is the cause, close that software that causing the problem. Follow the instructions to change the port.	-
The message "Connection Failure with ImageReceiver" appears.	IP Scanner or Image Receiver is not operating correctly.	Restart the computer. If the problem is still not resolved, uninstall IP Scanner, and then install it again.	p. 3-29
The message "Failed to create image files" appears.	The received data is unusable.	Close Image Receiver, and then, after starting it up again, perform the scan transmission again. When Image Receiver is closed, received data that has not yet been processed with IP Scanner will be deleted.	-
	A high load was temporarily placed on the computer.	While receiving the scan transmission image, complicated processes cannot be performed by the computer.	-
	The file size of the received data is large.	The received data may have exceeded the amount that can be used by that computer. Decrease the resolution before scanning and sending again, or decrease the number of pages before scanning and sending again.	-
	There is no storage directory.	Create a directory.	-
	The directory is read-only.	Allow the directory to be written.	-
The message "Selected Scanner key not found" appears.	The button has already been erased from the copier.	Check if the button has already been erased from the copier, and then reprogram a scanner button.	-

Problem	Cause	Remedy	Page reference
Even though the button on the device has been erased, the icon that indicates that transmission can be performed has changed to an icon for programming a scanner button.	Delete the scanner button from the device. Otherwise, turn the copier off, then on again.	Click the [Delete Scanner Key] button.	p. 10-3
Even though the [Check now] button was clicked, nothing happened.	No file was received.	Scan the document again.	-
Image files cannot be opened.	The file is not an image file received from the device.	Use a viewer compatible with TIFF and PDF files.	-
The image file is not displayed correctly.	Display the image in the viewer at a reduced size.	View the image at a zoom ratio of 100%.	-
	The received data is unusable.	Scan the document again.	p. 10-24
IP Scanner cannot be started up.	TCP/IP is not ready.	Open Network and Dial-up Connections in Windows, add the Microsoft TCP/IP protocol, and then restart the computer.	-
	IP Scanner is already started up.	Multiple copies of the application cannot run at the same time.	-
Image Receiver cannot start up.	TCP/IP is not ready.	Open Network and Dial-up Connections in Windows, add the Microsoft TCP/IP protocol, and then restart the computer.	-
The message "Number of Scanner keys reached maximum" appears.	Since Image Receiver was started up during the previous uninstallation, then reinstalled without restarting the computer, Image Receiver may have been deleted after restart.	Delete any unnecessary buttons.	p. 10-24
The message "Scanner key name has invalid character" appears.	Characters other than the standard characters cannot be used in button names.	Specify a button name that contains only the standard characters.	-

Problem	Cause	Remedy	Page reference
The message "Incorrect IP address" appears.	Letters are entered into the IP address.	Specify the IP address in the format xxx.xxx.xxx.xxx.	p. 10-21
The message "Currently this command not acceptable" appears.	While communicating with the copier, for example, while programming or deleting a button, the next transmission is performed.	Wait until the current connection is cut (until the message "Currently this function is not available. Try again later." disappears from the taskbar at the bottom of the window) before performing the next operation.	-
The message "Failed to write to image file" appears.	There is not enough space in the save destination.	Change the save destination or create some free space on the drive.	-
	There is a problem with the drive of the save destination.	Change the save destination.	-
The message "Image folder not found" appears.	The specified folder does not exist.	<ul style="list-style-type: none"> <li>• Check the name of the storage folder.</li> <li>• Change the name of the storage folder.</li> </ul>	p. 10-5

### Network FAX (Gateway TX)

Problem	Cause	Remedy	Page reference
Data does not arrive at the copier.	The settings for Network FAX are incorrect.	Check the settings for Network FAX.	Network FAX (EX Lite) User's Manual
	The necessary network settings, such as DNS, have not been specified.	Specify the necessary network settings.	p. 3-1
	Since the size of the received data is large, it cannot be received due to the server's limitations.	Reduce the size of the data, for example, by decreasing the number of pages, and then try sending again.	-
A fax cannot be sent from this machine.	The communication mode for gateway transmissions is incorrectly specified.	The "Gate Way TX" parameter must be set to "Yes", and the communication mode must be set correctly.	p. 3-1

## PageScope Light

Problem	Cause	Remedy	Page reference
A connection with PageScope Light cannot be established.	The IP address for the device is not specified correctly.	Specify the IP address.	p. 3-1
	The URL setting in the Web browser is incorrect.	In the "Address" box, type the IP address of the specified device.	-
	The settings in the Web browser are incorrect.	Even though the device can be accessed, certain settings must be specified according to the network configuration in order to establish a connection. For details, contact your network administrator.	-
	If a proxy is specified with the browser and the IP address of this copier cannot be recognized by the proxy server, the MFP agent window cannot be display.	Use the proxy settings in the browser to add the IP address of this copier to the list of exceptions that the proxy server will not use.	-
	The LAN cable is damaged.	Replace the LAN cable.	-
Login failed.	Before logging in this time, a different user name and password had been entered to log in.	Once login is successful, that user name and password is saved in the browser until the browser is closed. Close the browser, and then start it up again.	-
The text in the window is disorganized.	The browser is too small.	Increase the size of the browser.	-
	An appropriate font size is not selected.	Specify an appropriate font size for the computer and in the browser.	-
Japanese text is not displayed.	The correct encoding setting is not selected.	Select the Shift-JIS encoding setting.	-
Items that do not match the device configuration are displayed.	Settings that do not match the device configuration are not available when specifying settings. They do not have any effect on the actual settings.	-	-
"@" appears in the window.	Depending on the browser, this character may appear.	-	-
Some deleted characters remain in the window.	The operation differs depending on the browser used.	Reload the browser window or rescan.	-

Problem	Cause	Remedy	Page reference
The number of digits in an input or display area and the number of characters that can be registered are different.	Depending on the browser, scroll within the input area. If this is not possible, this should not affect the actual setting operation, although it may be a problem for displaying.	-	-
Some characters cannot be specified or displayed.	Depending on the operating system, some characters cannot be specified or displayed.	-	-
Space characters cannot be specified or displayed.	Spaces entered at the end of words may be removed.	-	-
Entered data was erased when an error occurred while specifying settings.	Depending on the browser, settings that appear as “*”, such as passwords, may be erased.	-	-

**Others**

Problem	Cause	Remedy	Page reference
Even though the network application is installed, [Network Settings] does not appear on the Administrator Management screen.	The device is not operating correctly.	Contact your service representative.	-
A fax cannot be sent from any screen.	The priority transmission mode is set to sending e-mail.	To change the transmission mode setting, touch [Admin. Management] [Admin. 1] [TX Settings] [Quality/Mode] [Communication]. In addition, if “E-mail” was selected for this communication mode setting, change it to “FAX”.	p. 13-21







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